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ABSTRACT

A handbook designed to assist Chinese students and scholars who are planning an extended stay on a U.S. college or university campus is presented. The guide includes a brief overview of the U.S. postsecondary education system, with attention focused on study, not research opportunities. The following topics are addressed: passports and visas for officially sponsored and privately sponsored students and scholars; immunizations; travel money; customs regulations; what to take; arrangements to be made with the U.S. host institution; locating on-campus or off-campus housing; academic registration; services available at the campus; written sources of information; classes; credits/grades/degrees; library/reserve books/departmental libraries; the academic calendar; graduate programs; academic vocabulary; social recreational activities; travel within and outside the United States; health care/insurance; eating establishments and dining customs in the United States; transportation and communications; money and banking; stores and other facilities; safety precautions; U.S. immigration regulations; U.S. income tax liability and social security; Chinese embassy and consulates in the United States; characteristics of Americans and American society; and leaving the United States. Appendices include a sample arrival/departure record form and U.S. customs declaration form, a list of common vocabulary used on U.S. campuses; a post-admission/pre-arrival checklist; and a list of locations of U.S. Education reference collections in China. (SW)

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U.S.-CHINA EDUCATION CLEARINGHOUSE

A joint project of:
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Foreword and Acknowledgments

In the three years since normalization of U.S.-China relations on January 1, 1979, approximately 7,000 citizens of the People's Republic of China have entered the United States to pursue research and training programs lasting from several months to several years. As a result of the 30 year hiatus in educational exchanges, Chinese students and scholars—and their American host institutions—were uncertain what to expect. Despite these uncertainties, friendship, patience and flexibility on both sides have made the resumption of educational exchanges both possible and remarkably successful. From experience gained over the past three years, this handbook has been prepared to assist Chinese students and scholars planning an extended stay on a U.S. college or university campus. It is not meant to be a definitive study of the American education system, culture and people, but will help students and scholars prepare to leave China, cope with arrival procedures in the United States and ease initial adjustment to life in a new culture.

Although this handbook is intended primarily for those who have already been accepted into programs in U.S. institutions and are preparing to travel to the United States, it provides a brief overview of the U.S. postsecondary education system. The emphasis is on study programs, not research opportunities; the latter vary so greatly that useful generalizations are impossible. Those contemplating applying to American institutions are encouraged to write to individual colleges or universities to request information about the institution and programs of specific departments. Those who have been accepted may receive orientation materials from the U.S. host institution containing specific information about that campus and its surrounding community. However, such materials often assume greater familiarity with the United States and the American system of higher education than is warranted so soon after the resumption of exchanges between the United States and China. It is hoped that the information in this handbook will help meet this special need, even though it does not answer all questions or describe all possible situations.

The U.S.-China Education Clearinghouse is a joint project of the Committee on Scholarly Communication with the People's Republic of China (CSCPRC) and the National Association for Foreign Student Affairs (NAFSA). Founded in October 1979, it is supported financially by the U.S. International Communication Agency and continues as a joint project until December 31, 1981. Thereafter each of the parent organizations will continue to perform functions of the Clearinghouse relevant to its role in the international education field. (The CSCPRC is jointly sponsored by the American Council of Learned Societies, the National Academy of Sciences and the Social Science Research Council.)

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Linda A. Reed has served as the NAFSA program administrator for the U.S.-China Education Clearinghouse since October 1979. She has worked in the international education field for the past 14 years with a number of non-profit educational organizations and was formerly with NAFSA during the period 1971-74 when she worked on other foreign student programs funded by the U.S. International Communication Agency and the U.S. Agency for International Development.

The views contained in this publication do not necessarily reflect those of the CSCPRC or its sponsoring organizations, of NAFSA or of the U.S. International Communication Agency.

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I. Brief Overview of U.S. Higher Education

The more than 3,000 colleges and universities in the United States currently enroll approximately 11 million Americans and over 300,000 foreign students. These institutions are extremely diverse and include state supported, privately financed, residential and commuter universities and four year and two year colleges. Some are more highly specialized than others and a number (generally universities) offer graduate (postgraduate) instruction as well as undergraduate programs. There are also differences in overall quality and in the relative strength of individual programs and departments (divisions of the university related to academic disciplines). These varied institutions are not supervised or administered by any one agency; the U.S. Department of Education is *not* equivalent to the Chinese Ministry of Education. Each U.S. institution is autonomous and determines its own policies for admissions, curricula, degree requirements, etc. Most U.S. colleges and universitites have a board of trustees, composed of private citizens, which helps set the policies of the institution; public colleges and universities (those owned and operated by a state or municipality) are also responsible to state or local government officials. However, there is no national control over U.S. institutions. The U.S. Department of Education provides some financial support for specialized purposes, such as research, to American colleges and universities, but less than eight percent of the Department's budget is for this purpose, and it plays no role in placing students. Therefore, Chinese students and scholars wishing to attend a U.S. institution must apply directly to the college or university of their choice and abide by the decisions of that institution regarding admission, provision of financial support, etc.

U.S. colleges and universities are regularly reviewed by regional accreditation agencies to ascertain their academic standards. If a U.S. institution has been approved by such an agency, the accreditation will be noted in its general catalog. It is recommended that foreign students apply only to institutions which have been accredited by a regional agency.

The general review of the U.S. higher education system and types of U.S. institutions given below is reprinted, with permission from the College Entrance Examination Board, from *Entering Higher Education in the United States: A Guide for Students from Other Countries,* Revised Edition, 1981, pages 7–9.

> The first level of postsecondary education is termed undergraduate—the two years (approximately) required to earn an associate degree, usually offered at community colleges, or the four years required to earn a bachelor's degree offered at four year colleges. Undergraduate students are classified as freshmen in their first year, sophomores in their second year, juniors or seniors in their third and fourth year, depending not only on the number of years in college but also on the number of courses completed. Undergraduate education in the United States is intended in part to produce well-informed, articulate citizens. As a result, a significant part of most undergraduate programs is of a general

nature and includes courses in the humanities, social sciences and natural sciences. Another significant part of most undergraduate programs concentrates on one field of study, known as the "major." Specialized training in one particular subject area usually takes place at the graduate level.

Graduate study, more commonly called postgraduate work in many areas of the world, is education beyond a bachelor's degree. Graduate students are those pursuing a master's, doctoral, professional or special advanced degree. While the number of years required to earn advanced degrees depends on the particular college, field of study and nature of the curriculum, students usually spend a year or two studying for the master's degree, three or more years for a doctoral or Ph.D. and three or more years for professional degrees such as law, dentistry, medicine, veterinary medicine and pharmacology, etc.

Four Year Colleges. Four year colleges are undergraduate institutions offering academic programs leading to a bachelor's degree. In addition to arts and sciences, many colleges offer degrees in business administration, education, nursing and a variety of technological programs. There are approximately 1,800 undergraduate colleges in the United States, some of which may be independent and some may be part of a university.

Two Year Community and Junior Colleges. Community and junior colleges are undergraduate institutions offering up to two years of academic instruction beyond secondary school. They also offer many occupational and transfer programs, varying in length from a few months to two or more years. Most programs lead to certificates or associate degrees, such as an Associate in Arts degree, an Associate in Science degree, an Associate in Applied Science degree, etc. Occupational programs prepare students for immediate employment in many technical or paraprofessional fields, such as laboratory technology and data processing. Transfer programs at two year colleges prepare students to complete the last two years of study for a bachelor's degree at four year institutions.

Most two year colleges are public and usually have lower tuition charges than other institutions. About 12 percent of the foreign students in the United States at present are attending community and junior colleges.

Institutes of Technology. Institutes of technology, or polytechnic institutes, offer specialized programs in the sciences and engineering. These institutes may offer both undergraduate and graduate degrees.

Universities. Universities are academic institutions that include one or more undergraduate colleges, as well as any number of graduate and professional schools. In the United States most professions are studied only at the graduate level; medicine, dentistry and law are examples. *Very few professional schools admit students directly from other countries into their degree programs.*

Proprietary Schools. There are thousands of privately owned schools and colleges in the United States that are operated primarily for financial profit to their owners. Although now becoming increasingly diverse in their offerings, they typically offer technical or semiprofessional training.

Because of the number and diversity of academic institutions in the United States, it is somewhat difficult for individuals to determine exactly which school will provide the best opportunity for study or research in a particular field. Although it is not in the scope of this handbook to discuss the programs or application and admissions procedures of U.S. institutions, Chinese students and scholars interested in exploring possibilities of study or research in the United States are encouraged to review information about *all* American colleges and universities which offer relevant courses, not just well-known institutions. The U.S. government has placed collections of general reference books about the U.S. higher education system and institutions in selected Chinese cities; lists of the sites and collection contents are given in Appendix A. (Publications of particular help in selecting and applying to U.S. institutions are indicated.) Individual American colleges and universities have been encouraged to send their catalogs to these locations, but it is both appropriate and desirable for interested individuals to write directly to American schools to request catalogs and other information. Additional publications about the U.S. higher education system and application procedures may become available in China in the future, and you should consult personnel at the U.S. Embassy or Consulates about new materials.

(To assist you in understanding expressions used on a U.S. college or university campus which may be unfamiliar, a glossary of such vocabulary is given in Appendix D.)

II. Preparing for the Trip

After you have been accepted by a U.S. institution you wish to attend, you must write to the admissions office to confirm that you plan to enroll. (If you have been admitted to more than one U.S. institution, you must decide which institution you will attend, notify that admissions office of your acceptance and send letters of regret to the other institutions informing them you will *not* be enrolling.) You are then ready to begin preparations for your trip to the United States. (A "Post-admission/Pre-arrival Checklist" is given in Appendix E to help you organize your preparations.)

Daily living conditions in the United States—both on college or university campuses and in towns and cities—are quite different than in China. The approximately 7,000 Chinese students and scholars who entered American institutions by late 1981 approached adjustment to American life in various ways. They have been confronted with conflicting emotions: on one hand, confusion and frustration at having to deal with unfamiliar circumstances in a new language; on the other, the excitement of personal and professional achievement and rewards of friendship and travel. No publication can prepare a person for life in another culture. However, the pages that follow, which include information gathered in discussions with Americans and Chinese familiar with both societies, should ease adjustment to the United States.

A. ARRANGING TO LEAVE CHINA

Possible arrangements available to Chinese nationals wishing to pursue academic study or research in the United States include: Chinese government sponsorship, Chinese-U.S. institution-to-institution links, support from friends or relatives in the United States or another country, personal contact with American alumni of a college or university and so forth. This handbook provides information applicable to most situations, but for answers to questions about other situations, you should contact the foreign affairs office or the office of the dean of students at a college or university in China.

1. Passports and Visas

a. Officially Sponsored Students and Scholars

Students and scholars sponsored by the Chinese government will likely receive a Form IAP-66 (Exchange Visitor Certificate of Eligibility) from the U.S. institution to which they have been admitted. The Certificate is used to apply for a U.S. visa to visit the United States. To apply for a passport, the IAP-66 should be sent with six photographs of the applicant to the Passport Office, Division of Sending Students Abroad, Foreign Affairs Bureau, Ministry of Education (MOE), Beijing. (If the applicant is sponsored by a ministry other than the MOE, the request for a passport may be handled by that ministry.) An official passport should be issued by the Ministry of Foreign Affairs in approximately one week and be returned to the ministry applying for the passport on behalf of the applicant.

The ministry will then forward the IAP-66 together with the passport to the U.S. Embassy. You will be notified of the date on which consular personnel at the U.S. Embassy or Consulate will interview students and scholars sponsored by the Chinese government. The interview is needed to obtain a visa to enter the United States. When you go to the embassy or consulate for your interview, it is useful to take any correspondence you have received from the U.S. institution; all other necessary documents will be forwarded by the Ministry of Education or another ministry processing your application. While you are in Beijing, Shanghai or Guangzhou for your visa interview at the U.S. Embassy or Consulate, you will be given an orientation to life in the United States by the Ministry of Education or the local Bureau of Higher Education.

b. Privately Sponsored Students and Scholars

Students and scholars receiving financial support from friends or relatives in the United States or another country will likely be issued a Form I-20 (Foreign Student Certificate of Eligibility) from the U.S. institution to which they have been admitted. (Persons sponsored through institution-to-institution agreements or under other arrangements may receive an IAP-66 or an I-20; the decision about which Certificate of Eligibility is appropriate is determined by the U.S. institution admitting the student or scholar. Procedures for obtaining a passport and visa outlined below apply to all applicants *not* sponsored by the Chinese government.)

To apply for a passport, send the I-20 or IAP-66, six photographs, a letter outlining the financial support you will be receiving for study in the United States and a letter of permission from your work unit to your provincial Public Security Bureau. (Note: In Beijing, Tianjin and Shanghai, apply to the municipal Public Security Bureau.) The passport should be issued in approximately two to three weeks, but it may take longer—perhaps as long as six months in remote regions of China. (If you will be applying for a passport in such an area, the process may be expedited if you provide Chinese translations of your letter of admission to the U.S. institution and the Certificate of Eligibility.) If you are sponsored by a U.S. institution and incur problems in obtaining a passport, write to the admissions office of the U.S. institution which is sponsoring you. Explain to personnel in the admissions office what your work unit is and ask them to write to the appropriate person (e.g., the president or vice president of the Chinese university you are attending) to verify that you will be supported financially by the U.S. institution.

After the passport has been received, persons applying for a student (F-1) visa and those applying for an exchange visitor (J-1) visa who are not sponsored by the Chinese government, must complete a visa application form and a student data sheet in English. (These forms are available from the U.S. Embassy and Consulates.) When you go to the U.S. Embassy or Consulate for your interview, you will need the following items:

- a completed visa application form;
- a completed student data sheet;
- a recent photograph one and one-half inches square (37 X 37mm);
- your valid passport;

- a completed Form I-20 or IAP-66 issued by the college or university you plan to attend (U.S. law requires that you attend only the institution from which you have received an I-20 or IAP-66; the Immigration and Naturalization Service [INS] will not grant permission to transfer to an institution other than the one designated in the I-20 or IAP-66 unless the student can prove that the failure to attend the institution is justified.);
- evidence of educational background including diplomas and transcripts; and
- evidence of financial support to demonstrate that you will not need to seek unauthorized employment* in the United States. Unless your form I-20 or IAP-66 indicates that the school will provide financial assistance (scholarship or authorized on-campus employment), you must demonstrate that you have adequate funds of your own or that some interested person (such as a relative in the United States) will support you and provide for your departure from the United States upon completion of your studies. Acceptable evidence would consist of an affidavit of support (INS Form I-134) or written statement from the person who will support you and documentary evidence of that person's financial ability. (Such evidence should contain either a statement of employment, length of employment and salary and guarantee of employment for the coming 12 months or a bank statement showing duration of account and average balance during the past 12 months. A statement of account for only one day is *not* acceptable.)

The interview with the U.S. consular officer is extremely important to demonstrate your English language ability and your sincerity in wishing to go to the United States to study. In order to qualify for a visa, you must establish to the satisfaction of the consular officer that you intend to depart from the United States upon completion of your studies. To assist the consular officer in making this determination, you should consider preparing a brief written statement explaining the reasons why you plan to leave the United States after completing your studies. Such reasons might include employment opportunities and family ties in China. You may also wish to present any correspondence you have had with friends or relatives in the United States concerning your visit. If you are employed, a letter from your work unit stating that you will have a position in the work unit after returning to China will also be helpful.

The locations of the U.S. Embassy and Consulates and hours for visa applications (as of December 1981) are as follows:

U.S. Embassy Consular Section
2 Xiu Shui Dong Jie
Beijing
Phone: 52-2033, ext. 242 or
52-3371, 52-3314

8:30 a.m.-12 noon
Monday-Wednesday, Friday

*For information about U.S. government restrictions on employment for foreign students, see pages 13-14.

U.S. Consulate General Dong Fang Hotel, 11th Floor Guangzhou Phone: 69-900, ext. 1000	8:30 a.m.-12 noon Monday-Friday
U.S. Consulate General 1469 Huai Hai Zhong Lu Shanghai Phone: 37-3103	8:30 a.m.-12 noon Monday-Friday

(Additional U.S. Consulates will eventually be opened in Shenyang [Liaoning Province], Chengdu [Sichuan Province] and Wuhan [Hubei Province].)

2. Immunizations

The United States does not require proof of immunization from persons entering from China or from Hong Kong. Information about immunizations necessary for entry into the United States from other countries is available from the Ministry of Education.

3. Money for Travel to the United States

Prior to departure from China, students and scholars sponsored by the Chinese government receive several hundred U.S. dollars to cover travel expenses from the port of entry to the U.S. host institution and for initial settling-in expenses. Privately sponsored students and scholars are permitted to change a limited amount of *renminbi* into U.S. dollars, but, if they are sponsored by friends or relatives in the United States, the sponsor often sends a check which may be cashed for U.S. dollars at the Bank of China. As you probably will need some American currency during your travel to the United States and in transit to your final destination—for food, buses, etc.—it is advisable to carry at least a small amount ($35-50) of U.S. dollars with you.

4. Customs Regulations

Chinese customs regulations prohibit taking Chinese currency or precious works of art out of China. You will be required to complete a customs declaration form at the airport before your departure. The form requires you to list your name, nationality, travel plans, how many pieces of luggage you are taking with you and their contents. You take this form with you when you leave China. It is important to keep the form in a safe place, as you must show it to Chinese customs officers upon reentry to China.

Notices about Chinese customs regulations are available at the customs office and at the airport. Those with CAAC tickets will find an explanation about restrictions on the back of the airline ticket. In preparation for your return to China, you should note that regulations for bringing items into China differ for persons who have been out of China for less than or more than one year, so you should familiarize yourself with these rules before you leave.

5. Travel to the United States

Transportation to the United States for government-sponsored students and scholars will be arranged by the Ministry of Education. Travel arrangements for privately sponsored students and scholars are often made by friends or relatives in the United States who send an airline ticket to the traveler. Many persons traveling from China to the United States go through Hong Kong so they can take advantage of lower priced flights to the West Coast of the United States.

At the airport in China, you will be requested to show your passport when you check in at the airline counter.

6. Suggested Reading

To aid your adjustment to life in the United States and understanding of the American people and society, it would be useful to read the books available in the educational reference collections (see Appendix A) which discuss the history, government, geography and economics of the United States. When you go to the U.S. Embassy or Consulate to apply for your visa, you might also request additional materials about the United States.

B. WHAT TO TAKE

When deciding what items to take with you for your stay in the United States remember to avoid taking too much. Current airline rules governing baggage are of two kinds. Many airlines permit two pieces of luggage, neither piece to exceed 62 inches or 158 centimeters (adding all three linear dimensions), and both pieces not to exceed 106 inches or 270 centimeters (adding all three dimensions of both suitcases). Other airlines use the weight system with a limit of 44 pounds or 20 kilograms. Since there are many stores in all American cities and towns where clothing, books, food, cooking supplies, etc. can be purchased inexpensively, you do not need to carry such items in your suitcase. In many communities there may be persons assisting the foreign student adviser—Chinese and other students from the campus and residents of the community—who will introduce you to the shops and services available in the community and assist you in making desired purchases. You may receive information about these facilities from the foreign student office at the U.S. institution you will attend, but if you have specific questions, do not hesitate to request information in advance.

1. Clothing

Dress on U.S. campuses generally is casual—slacks, jeans, skirts, informal shirts and sweaters—few ties and jackets for men or dresses for women. As you consider what clothing to take with you, keep in mind the average seasonal temperatures in

the region of the United States where you will be located. The range in temperatures given below refers to the coldest and warmest cities within each region for midseason*:

Northwest Region (Alaska, Idaho, Oregon, Washington)

-9 to 7° Centigrade	Winter	15 to 45° Farenheit
4 to 10	Spring	40 to 50
16 to 22	Summer	60 to 72
4 to 11	Fall	40 to 52

Southwest Region (Arizona, California, Hawaii, Nevada, Utah)

-1 to 13° Centigrade	Winter	30 to 55° Farenheit
4 to 22	Spring	40 to 72
16 to 33	Summer	60 to 92
7 to 24	Fall	45 to 75

North Central Region (Colorado, Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, North Dakota, South Dakota, Wyoming)

-12 to 2° Centigrade	Winter	10 to 35° Farenheit
3 to 14	Spring	38 to 58
20 to 27	Summer	68 to 80
6 to 14	Fall	42 to 58

South Central Region (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

3 to 13° Centigrade	Winter	37 to 55° Farenheit
14 to 23	Spring	58 to 73
27 to 31	Summer	80 to 88
14 to 22	Fall	58 to 72

Midwest Region (Illinois, Indiana, Kentucky, Michigan, Ohio, West Virginia, Wisconsin)

-9 to 3° Centigrade	Winter	15 to 37° Farenheit
4 to 13	Spring	40 to 55
18 to 26	Summer	65 to 78
6 to 14	Fall	43 to 58

*Temperatures listed are excerpted from: *Considering a Higher Education in the United States: A Handbook for Foreign Students*. Washington, DC: U.S. International Communication Agency, 1980.

Northeast Region (Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia)

-11 to 4° Centigrade	Winter	12 to 40° Farenheit
2 to 11	Spring	35 to 52
18 to 25	Summer	65 to 78
7 to 16	Fall	45 to 75

Southeast Region (Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee)

4 to 20° Centigrade	Winter	40 to 68° Farenheit
13 to 24	Spring	55 to 75
24 to 29	Summer	75 to 85
14 to 24	Fall	58 to 75

2. Medications

U.S. and Chinese medications and approaches to curing some illnesses vary considerably, so it is a good idea to take any special medicines you need or to which you are accustomed. Herbal medicines are *not* commonly used in the United States, but a wide variety of medications such as aspirin and cold cures, as well as toiletry items, are available in drug stores and grocery stores. (Antibiotics and many other drugs are sold only to persons who have received a prescription from an authorized doctor or dentist.) However, U.S. regulations prohibit importation of certain medicines; if you have any questions, contact the U.S. Embassy or nearest U.S. Consulate.

3. Books

It is highly recommended that you take a good Chinese/English dictionary, as they are not readily available in all parts of the United States. Also, bilingual editions of particularly important reference works in your field of speciality will be very useful in your adjustment to working and studying in English.

4. Gifts

Americans do not expect to receive gifts from Chinese visitors, but you might wish to include some lightweight, small, inexpensive items produced in China to use as gifts. Gifts should *not* be a high priority, given limited packing space. You might include pictures of family members, friends and local sites to share with Americans to help them become more familiar with China and with your life there.

C. ARRANGEMENTS TO BE MADE WITH THE U.S. HOST INSTITUTION

The foreign student adviser (FSA) and members of his or her staff are extremely important to all foreign students on a U.S. campus. (See pages 20–21.) As you complete your travel plans, it is extremely important that you correspond with the foreign student office at your U.S. host institution to notify the staff of your exact arrival date and to request arrangements for temporary or, if possible, permanent housing. This will also enable them to send you orientation materials and information about the campus and local community. If you plan to take dependents with you, ask for information about activities available for spouses and child care or school opportunities for children. (If there is no foreign student office at the institution you will be attending, there should be a person on campus who has been assigned to work with foreign students, at least on a part-time basis. The name and address of this person may be sent to you by the admissions office with your letter of acceptance and Certificate of Eligibility. If not, request information from admissions office personnel about the person designated as the foreign student adviser and notify him or her of your arrival date.)

You should plan to arrive at the U.S. campus one week to ten days before the beginning of academic classes. This will allow time to adapt to the time difference between China and the United States and to begin to adjust to life in a new culture before experiencing academic pressures. You can also make permanent housing arrangements, settle in and participate in orientation sessions planned to acquaint you with the facilities of the institution and community. U.S. institutions may be able to arrange to have students from the campus or volunteers from the local community (persons who willingly provide assistance to foreign students free of charge) help you become acquainted with life in the United States and often there are other Chinese students who have been on campus for awhile who will be able to help you adjust to your new life; to make necessary arrangements, however, the foreign student adviser needs to know the exact date of your arrival.

Although personnel at U.S. institutions would like to meet all incoming foreign students and scholars upon their arrival at the port of entry or at the city or town in which the host institution is located, this is not always possible—as many as several hundred foreigners destined for the same campus may arrive on approximately the same day. The inability of someone from the host institution to meet you on arrival should not be construed as rude or inhospitable behavior; the possibility of this situation occurring is why it is so important to correspond with the foreign student adviser before you leave China so responsible personnel will know the exact date, time and place of your arrival and can either arrange to have someone meet you or send detailed instructions about how to proceed to the appropriate office on campus. If you will be met by friends or relatives, you should inform the foreign student adviser so alternative arrangements will not be made.

At the port of entry, whether the same as or different from the city of your final destination, you may be met by representatives of the Chinese Embassy or Consulate (for government-sponsored students and scholars) or by volunteers of a national

organization, the International Student Service. If notified of the arrival of foreign students or scholars, the International Student Service (ISS) can arrange to have a volunteer meet you and assist with connecting transportation arrangements and overnight accommodations. This assistance is provided at no cost. You may receive an ISS "Arrival Information Request" form from the foreign student adviser of your host institution; if not, you can request one by writing to:

International Student Service
225 Park Avenue South
New York, NY 10003
U.S.A.

If you will not be met at the port of entry, it is important that you make arrangements for transportation to the city or town in which the U.S. host institution is located before you leave China.

When you arrive at your final destination, you may be met by a community or student volunteer who will escort you to the appropriate office on campus or to temporary or permanent housing. If it is not possible for arrangements to be made to meet you at the airport, train station or bus depot, detailed instructions should be sent to you about what procedures you are to follow—either to reach a specified place where you will be met by a volunteer or to arrive at the appropriate office on campus.

In correspondence with the foreign student adviser, it is also important to ask about arrangements for temporary or permanent housing, especially if you will be arriving on a weekend or after office hours (many foreign student offices in the United States are open from 9 a.m. to 5 p.m. Monday through Friday). Various housing arrangements are discussed on pages 16–18.

Many foreign student offices will automatically send you all the information you will need to make your arrival in the United States and on campus as easy as possible. However, if you have questions which are not answered by the materials you are sent, you should write to request further information.

III. Arrival in the United States

The United States is a vast country encompassing regions with great geographical differences and a population composed of persons from many different cultural and social backgrounds. Since no two foreigners entering the United States view Americans in the same way, it is difficult to generalize about what aspects of American personality, culture and society will be most unfamiliar to you. A later section of this handbook discusses some American characteristics which are considered "typical." One trait that will be immediately evident and may be a bit perplexing is the American emphasis on independence. There is no equivalent to the *danwei* in the United States, no unit to take care of such concerns as housing. *Each individual is responsible for making decisions about where to live, what courses of study to take, what recreational activities to pursue, etc.* The fact that Americans stress the importance of decisions made by an individual does not mean they are not friendly or helpful, just that their approach to a particular situation may be different from that which is more familiar to you. The information which follows, therefore, is not a prediction of what may occur, but is meant to assist in easing adjustment to life in an American academic environment.

A. AT THE PORT OF ENTRY

Upon arrival in the United States, each person must proceed through several inspection points. The first will be an examination of health documents. At present, no immunizations are required for residents of China who travel to the United States directly. If a person travels to other countries prior to entry into the United States, some vaccination and health documents may be required. Information about necessary documents is available from the Chinese Ministry of Education.

Next will be the immigration review to make certain passport and visa documents are in order. When you receive your U.S. visa from the American Embassy or Consulate, the visa will be stamped in your passport and the passport will be returned to you with the three copies of the Form I-20 or IAP-66. The passport, I-20 or IAP-66 and evidence of financial resources (if not included on the I-20 or IAP-66) should be carried with you, *not* checked with your luggage. Just before arrival in the United States, all foreign visitors are given an I-94 (Arrival//Departure Record) which must be completed in English. (See sample I-94 in Appendix B.) The immigration official will review the I-20 or IAP-66 and may ask a few questions about how long you plan to stay in the United States (the length of time of your academic program) and whether you plan to study *and* work. The work they are asking about is *off campus* work—which is *not* permitted for most foreign students; if you have an assistantship to work *on campus*, that *is* permitted, but you need to be very explicit about the type of work, if any, you will be doing. The U.S. Immigration and Naturalization Service places the following restrictions on employment for foreign students:

- For F-1 visa holders: Full-time students can work on campus with the authorization of the foreign student adviser; to work off campus, they must have the permission of the Immigration and Naturalization Service (INS) and this permission will be granted only if there has been an unforeseen change in the student's financial situation.
- For J-1 visa holders: Full-time students may be employed on or off campus with the authorization of the program sponsor.

From the information given on the I-20 or the IAP-66 and learned from the questions asked, the immigration official will write on the I-94 the length of time you are permitted to stay in the United States and the name of the institution to which you are going. Review this information to make certain it is accurate. The completed I-94 will be stapled in your passport on the page opposite your U.S. visa. The immigration official will keep two copies of the I-20 or IAP-66 and give one back to you along with your passport. These documents are extremely important, so be certain to keep them in a safe place at all times.

After you pass through immigration, you will collect the luggage that was checked by the airline and proceed to customs. Immediately before arrival in the United States, all persons are given a customs declaration form. (See sample in Appendix C.) You must complete the information requested on the front side of the form in English. The reverse side requests an itemization of articles you are bringing into the United States. You do not need to complete this side if the items you have are within the exemptions afforded arriving nonresidents; you will declare these articles orally at the time of your customs inspection. (A complete description of items which are permitted to be brought into the United States is contained in a publication, "United States Customs Hints for Visitors [Nonresidents]," which is available at the U.S. Embassy or Consulate.) Penalties for concealment of items which must be declared at customs (e.g., more than one liter of alcoholic beverages or one carton of cigarettes) can be very severe. Narcotics and dangerous drugs, obscene articles and publications, seditious and treasonable materials, hazardous articles (e.g., fireworks, dangerous toys, toxic or poisonous substances), *fresh fruits*, *meats* and *vegetables* are strictly prohibited. Customs officials may open your suitcases; this process can be time consuming.

After all customs procedures are completed, you are ready to continue your journey to the designated U.S. institution. At this point, depending on what previous arrangements have been made, you may be met (by an official of the Chinese Embassy or Consulate, by a representative of the International Student Service, by a community or student volunteer or by a friend or relative) and assisted with connecting travel plans, overnight accommodations or transportation to the host institution if it is located in the same city as the port of entry. If you are not being met, it is your responsibility to arrange the next portion of your journey. Many airports have "travelers' aid" facilities to assist incoming passengers. You should ask airline personnel about such assistance.

You will be arriving in the United States after a long flight and you may find that weariness combined with excitement and anxiety about entering an unfamiliar situation in which you have to speak a language other than Chinese may cause some

uneasiness. If that occurs, don't worry. Americans are generally friendly people who are happy to assist individuals who appear to be lost, confused or unsure how to proceed. However, most Americans tend to move at an extremely rapid pace, and you may have to make a special effort to stop someone to ask for help. Some basic questions which you might need to ask follow:

Where can I get transportation into town?

How can I get to the train station (or bus depot)?

Where are the airline check-in counters?

Where can I get something to eat?

Where is the restroom?

B. IN THE CITY OR TOWN WHERE THE HOST INSTITUTION IS LOCATED

If you are being met by a community or student volunteer on arrival in the city or town in which the host institution is located, he or she will take you to the foreign student office or academic department with which you will be affiliated, if it is during office hours, or to your temporary or permanent housing site. Temporary housing may be in university or college facilities, an inexpensive but acceptable hotel or the home of a community volunteer. If you are taken to temporary housing, the volunteer will help you get settled and explain what arrangements can be made to help you locate permanent housing. Also, if you have not eaten recently, the volunteer will take you to a suitable restaurant or cafeteria in the area. Since volunteers are not paid for their services and may have several students to assist, you should offer to pay for your own meal.

If you are not being met on arrival, follow the instructions you received from the foreign student adviser about reaching the appropriate office on campus or your temporary or permanent housing site.

In your first meeting with the foreign student adviser and/or personnel in the foreign student office, you should be given information about temporary and/or permanent housing, orientation sessions, services available on campus and in the community and be assisted in adjusting to your new life. The foreign student office handles the major concerns, other than academic, of all foreign students and scholars on campus and you should always feel free to consult personnel in that office about questions you have.

C. SETTLING IN

Orientation sessions are scheduled for all foreign students arriving on many campuses to familiarize them with the institution's facilities, the roles of various offices and personnel on campus and services and programs available in the local community. Community or student volunteers are often available to assist newly arrived

foreign students in locating permanent housing, learning about supermarkets, cleaning establishments, laundromats, drug stores, banks and other facilities available in the community and to help in general with adjustment to life in the United States. If there is no special orientation for foreign students, visit the person on campus who has been designated as the foreign student adviser to request information about items that have not been discussed in the orientation sessions given for all new students. Some major concerns are discussed briefly in the following sections; details should be provided by each individual institution. Never hesitate to ask questions about items which are unclear.

1. Locating Permanent Housing

It is the responsibility of each individual to secure appropriate housing. Knowing that U.S. housing patterns may be unfamiliar to foreign students, many foreign student offices prepare lists of available accommodations in the vicinity of the campus, provide student volunteers or staff members to assist with locating housing or work with a community group which has volunteers who can accompany students searching for housing. Possibilities include:

a. On-Campus Housing

Most arrangements for on-campus housing need to be made prior to arrival on campus; if you are interested in obtaining one of the following types of housing, you should request information about availability, costs and regulations at the time you accept admission to the institution.

(1) Dormitory or Residence Halls

Single and shared rooms are available, with the latter the most prevalent; undergraduate and graduate students usually live in separate buildings. Dormitories usually are for men only or women only, but on some campuses, there are "coed" or mixed dorms, in which men live on one floor, women on another. (Two unmarried people of the opposite sex are *not* allowed to share the same room.) A bed, desk, chair and bookshelf are usually provided; each occupant must supply sheets, blankets, towels, lamps and items to decorate the room. Bathrooms are shared. Meals are included in a "room and board" plan but it is usually possible to arrange for a "room only" or "meals only" plan. If cooking is allowed outside the main dining room of the dormitory, it is usually restricted to a kitchen available to all dormitory residents. Many dormitories are closed during long (one week or more) holidays, and all residents are required to leave until the end of the vacation period. (Although you may not be permitted to reside in the dormitory during these periods, you can leave your personal belongings—books, clothes, etc.—in your room.) If you do not have specific plans for such vacation periods, consult the FSA about possibilities such as staying with an American family.

(2) Married Student Housing

A limited number of university apartments usually are available to married students. Because of the convenient location and low cost, these apartments are in high demand. Most are unfurnished.

(3) International Houses

Many institutions have a special dormitory facility for foreign and American students and visiting scholars. Designed to promote international understanding, the facilities and plans of such houses are usually similar to dormitories or residence halls.

(4) Fraternities/Sororities

These are groups of 40 to 60 men or women joined together by common interests who live together in a house. Membership in fraternities (for men) and sororities (for women) is by invitation and is usually only for undergraduate students.

b. Off-Campus Housing

There are many matters to be considered in acquiring off-campus housing, and it is recommended that you have an American accompany you on your search if possible. Information about off-campus housing can be obtained in the foreign student office, the college or university housing office, from newspapers, bulletin boards, fellow students and community organizations. In looking for off-campus housing review the following items*: contracts or leases; the amount of money required as a deposit; location—safety of neighborhood, distance from campus and availability of public transportation; charges for utilities (electricity, gas, telephone)—are they included in the rent or are they the responsibility of the occupant and if the latter, are deposits required to initiate service; are cooking privileges included. Also, be certain to obtain and keep receipts for rent and utilities charges.

(1) Apartments

Apartment buildings are privately owned; units vary in size and in price—within one building as well as between different buildings. Although you might wish to be as close to the campus as possible to avoid transportation expenses, remember that apartments nearer to campus usually are more expensive than those farther away. Sharing an apartment with a friend or friends can help cut costs, but request information about the number of persons that are allowed to live in a single apartment before making final decisions. The smallest type of apartment available is an "efficiency" or "studio" which usually consists of one main room combining living room, dining area, kitchen and bedroom, with a bath and toilet in a separate room. Larger apartments are of many varieties but have separate kitchens, living rooms, bedrooms, dining rooms and bathrooms. Apartments may be furnished (having essential living room, dining room, bedroom and kitchen furniture with the renter supplying kitchen utensils, pots and pans, sheets, blankets, towels, etc.) or unfurnished (providing only a cooking stove and refrigerator).

(2) Rooming Houses

These are usually private dwellings in which individual rooms are rented—normally to single individuals. There is one kitchen which may be used by all occupants. Sometimes these types of houses are called "group houses"—in other

*Explanations of these probably will be included in orientation sessions, but if you need further clarification, ask the FSA or student or community volunteer.

words, a group of friends, perhaps of varying nationalities and possibly including males and females, will rent an entire house, interview and select the individuals to whom rooms will be rented and establish an overall system of responsibility for certain tasks.

(3) Private Homes with Rooms to Rent

Occasionally, individuals or families may rent a room of their house to a single person. In these cases, it is important that you and the owner are compatible. You should also check to see whether you will be allowed to use the kitchen, i.e., keep food in the refrigerator and cook, if you will be required to eat all your meals out of the house or if meals will be provided by the owner on a regular basis. Make certain that all conditions of renting such a room are written and agreed to by both yourself and the landlord or landlady.

(4) Room and Board in Exchange for Services

In some communities there may be opportunities for students to obtain free room and board in exchange for services, such as taking care of children. Before investigating such possibilities, check with the foreign student office to see what authorization is needed from the local Immigration and Naturalization Service for a foreign student to make such arrangements. You should *not* consider such an arrangement until you have adjusted to the new environment—certainly not before the second semester or term. If you eventually enter into such an arrangement, make certain detailed agreements are put in writing about the specific duties you will be assigned, the number of hours you are expected to devote to these duties every week, whether or not you are expected to eat with the family or may use the kitchen to prepare your own meals from food you have purchased. The responsibilities of the employer should also be specified in writing. It is best for both of you to sign such agreements in advance in order to avoid possible misunderstanding. If difficulties should develop, consult your foreign student adviser.

After you have found a place to live, if you need essentials such as sheets, towels, blankets, dishes and cooking equipment, ask for assistance from the community volunteers. It may be possible to borrow some of these items from a "loan closet" especially established for foreign students, or volunteers can take you to inexpensive stores to help in the selection of needed items.

2. Academic Registration

After you have made living arrangements, you can concentrate on beginning your academic pursuits. In preparation for registration, you should meet with your academic adviser—a dean or faculty member in your major field of study—to request help in selecting courses. In U.S. institutions although many of your courses will be in your major field of study, courses in other departments may be required to complete a bachelor's degree. Within your major department and in other departments, there are several courses from which you can choose. "Electives"—courses that are not specifically required for a bachelor's degree—also are available to complete the total number of credit hours needed for a degree. Your academic adviser

can discuss the possibilities with you and answer questions about various alternatives. The final decision about what courses to take, however, is yours. Graduate level students will have the majority of their courses in the major area.

You should also check with the foreign student adviser to review the registration process and documents you will need to present during registration. Registration procedures vary from institution to institution; it is usually a complicated and time consuming task, but if you are well prepared you should not have any problems. Again, if you are unsure of proper procedures during registration, ask for assistance.

IV. Campus Life

Many American students arriving on campus to begin their first year of undergraduate study do not yet know in what field they will major. During their first two years of study, they may take a variety of courses from a number of different academic departments to help them choose a major. Even when they have selected their major subject (which they are usually required to do by the end of their second year), they continue to take courses outside their major department. Similarly, while a professor may be identified with one particular department, he or she may also hold appointments or teach courses in another department. At the graduate level, study is more specialized, and professors' and students' ties to a particular department will be stronger, but are still not restricted.

You will have an academic adviser in the department responsible for your major field of study, but he or she will not be offended if you also seek advice from other professors. The objective of all concerned is that you receive helpful and informed answers to your questions.

Academic departments, while certainly playing a major role in your on-campus life, are not the only organizational units with which you will have contact. Each academic institution in the United States operates somewhat differently, but many have a number of student associations that work with the administration and faculty on academic concerns, rules for governing the student body, social activities, etc. These activities probably will be discussed during your orientation to campus life, and you are encouraged to participate in as many of the different activities as are of interest to you.

A. SERVICES AVAILABLE

Each college or university provides a number of services for its students. The offices providing these services often have different names at different institutions, but the basic ones available at most schools are listed below. The purpose of these offices is to assist students, so do not hesitate to visit the appropriate office when you have a question. All institutions have a number of publications which provide information on various topics. Information is not disseminated to students through meetings of academic departments as it is in China; each student is responsible for collecting needed information by reading the school newspaper, looking at notices on bulletin boards, talking with classmates and institutional personnel or obtaining a pertinent publication.

1. Personnel

a. *Foreign Student Adviser*

The foreign student adviser (FSA) and members of his or her staff provide a number of services important to all foreign students on campus. Duties of FSAs vary

from campus to campus, but most are responsible for providing assistance on immigration matters, coordinating all campus and community services available to foreign students and serving as a liaison between foreign students and personnel on campus and in the community.

Foreign student advisers are willing to discuss any matters with their foreign students—even extremely personal ones which in other societies might be discussed only in the family. All discussions with FSAs are kept in strict confidence, and if the advisers are unable to provide the assistance requested, they are prepared to refer you to the correct office or person, giving you some background about the person and advising you about how best to present your problem. In order for FSAs to provide the most effective assistance, it is important that you contact them when you first become aware a problem might be developing rather than waiting until it has become extremely serious.

FSAs will help with all immigration matters—visa problems, transfers to other schools, extensions of stay, travel outside the United States, employment permission—and will assist you in contacting the local Immigration and Naturalization Service office if that should be necessary.

Questions you have about academic procedures, expectations and requirements can be discussed with the FSA who can help you understand the differences between the American and Chinese systems and who can also explain these differences to your professors. Any interests you have in learning about various aspects of American society can also be explored and the FSA can tell you about available opportunities in the community in which you can participate and can help arrange activities of particular interest to you.

b. Academic Adviser

Your academic adviser, in addition to helping you choose courses and design your plan of study, is also responsible for reviewing your progress at regular intervals during the academic year and for advising you about adjustments in your academic program, opportunities for field experience and other activities that might enrich your educational experience (professional meetings, presentation of research papers, etc.). He or she can also assist with questions you might have about the general curriculum, degree requirements, troubles with a particular professor or English language problems. If you have questions or would like advice from your academic adviser, make an appointment to see him or her.

c. Professors

Professors meet with their students to discuss course content, assignments, specific questions about a certain lecture, etc. The student/professor relationship in the United States is an open one, and many times strong friendships are established during discussions and debates on academic topics. Professors sometimes invite students to their homes or to informal gatherings at a meeting place on campus to provide the opportunity for more casual discussion about topics raised in class; many students find that these meetings provide additional insights into the subject being studied. Do

not hesitate to ask to see a professor if you have not understood something in class, need advice about a certain course, etc. Many professors have special hours set aside each week for talking with students on an individual basis.

d. English Language Training

In some cases, you may be required to take an English as a second language (ESL) course to increase your proficiency in English. This is important for your academic career and will help you make more effective use of your time in the United States.

If you are not enrolled in an ESL course and feel that you need additional English language training, consult the FSA who can refer you to the appropriate person in the English language department or contact a local community group that might provide volunteer help with English conversation.

e. Financial Aid Office

If you need financial assistance, you should visit the financial aid office. You should also check with the foreign student office about aid available to foreign students.

f. Housing Office

The foreign student office probably will work closely with the campus housing office to help you find permanent housing on your arrival. If you have questions about housing at a later date, either contact the housing office directly or consult the FSA.

g. Health Clinic

As you adjust to a new climate, diet, environment and pace of living, you may experience some health problems. Every college and university has a student health clinic or infirmary where doctors and nurses are available for consultation. If they are not able to help you, they can refer you to a doctor off campus. (For more information on health care in the United States, see the section, "Health Care/Insurance" on pages 35-36.)

2. Written Sources of Information

a. Schedule of Courses/Institutional Catalog

Each institution publishes a catalog giving general information about the college or university and listing the times, places and credits given for all courses offered. The FSA or other students can tell you where to obtain a catalog.

b. Maps of the Campus and Community

To help you orient yourself to your new surroundings, the foreign student office should provide you with a map of the campus showing the location of major buildings. Staff in that office should also be able to provide a map of the community, guides to public transportation, lists of stores and restaurants, etc.

c. Campus Directory

A directory listing addresses and phone numbers of faculty members, staff and students is usually published early in the academic year. Such directories are generally available at the campus bookstore.

d. Campus Newspaper

Depending on the size of the institution, a campus newspaper may be published on a daily, weekly or monthly basis. This paper provides information about campus activities, course offerings, important deadlines and other news of interest to students. The foreign student office may also publish a newsletter which gives information particularly important for all foreign students on campus.

e. Foreign Student Handbook

Many foreign student offices publish a handbook containing information to assist foreign students in adapting to life on campus and in a new community. You probably will receive a copy of this handbook at the orientation session for foreign students, but additional copies are available in the foreign student office.

B. CLASSES

1. Size/Format

The size of classes at U.S. academic institutions may vary from as few as five to ten students to several hundred. The largest classes are usually in introductory courses at the undergraduate level and are given in a lecture format; a professor will talk on a specific topic for one class period (normally 50 minutes to one and one-half hours), with little chance for questions from the students. Lecture courses usually include two lecture sessions and one small discussion group per week; the latter may be conducted by a graduate student and provides the opportunity for questions and discussion about the lecture topics. Courses beyond the introductory level usually have classes of 20 to 40 students which may meet three times per week for approximately one hour each time or may meet twice a week for approximately one and one-half hours. These classes combine lectures by the professor with discussion by all students. The smallest classes, those involving five to ten students, are seminars in which the professor and students have the opportunity for in-depth discussion of a topic; lively exchanges of ideas take place and all students are expected to participate actively in the discussion. There are also laboratory courses, usually in the basic sciences, which include at least one session in a laboratory per week in addition to class sessions.

2. Professor/Student Relationships

Opportunities for interaction between professors and students vary, but students in all classes are encouraged to ask questions of professors about points made in lectures and to present their theories or opinions if different from those presented by

professors. In classes attended by third and fourth year undergraduates and graduate students, exchanges between professors and students can be particularly lively, with students and professors alike airing their individual perspectives on an issue. As mentioned earlier, some professors arrange to continue discussions with their students outside normal classroom settings. The informality and individuality of Americans is very evident in college and university classrooms, and many educators believe this aspect of American education—the chance for in-depth discussion between professors and students—is one of its most effective components.

3. Required Reading/Research Papers/Quizzes/Examinations

Each professor organizes his or her own course. The amount of reading required outside class varies tremendously from course to course, and you may feel a bit overwhelmed in the beginning about the length of time it takes you to read and absorb required material. In the American education system, especially at the graduate level, students are expected to read large amounts of material and synthesize information quickly, so it is important to develop skills which enable you to read through publications rapidly to identify the important facts. A syllabus listing all required reading for a course is usually distributed by the professor at the beginning of the term. It is important to read all assignments according to the schedule recommended by the professor, as this will help you understand the lectures and class discussions and will facilitate preparation for examinations. If you find that you are falling behind in your reading assignments, make an appointment with your professor to discuss the problem.

You may be required to prepare research or term papers. The length and scope of these papers vary from course to course, but the main purpose of such assignments is to encourage students to do research on a specific topic, to digest information learned and to report and comment on that information. These papers are often important in determining the grade to be received for the course. If you have questions about the scope or preparation of a research paper, ask the professor.

Some professors give quizzes or short examinations during the course to test students on a particular aspect of the subject. Sometimes students are forewarned that a quiz will be given in a certain class period; at other times a professor gives a surprise quiz, i.e., one that has not been announced previously. Other examinations which might be given in a course include mid-term exams (in approximately the middle of a course) and final exams (at the end of the term). Exams can include multiple choice questions, short answer questions and essay questions. The individual professor designs the examinations for the course and determines what questions will best indicate the knowledge acquired by the student.

Research papers and examinations assist the professor in determining the grade which should be awarded to each student. The method of evaluation to be used usually will be explained by each professor early in the course. Again, if you have any questions, be certain to ask the professor. In writing research papers and answering examination questions, remember that American professors are interested in the opinions and analyses of their students, not just in a replication of the information contained in the textbook or lectures.

4. Attendance

Students are expected to attend all classes. This is important not only to facilitate understanding of course content but also to help prepare for examinations—and to assure your presence if a surprise quiz is given. Repeated unexplained absences from class may result in the professor giving you a lower grade in the course. If you are sick or have another valid excuse for missing a number of classes, be certain to explain this to your professor.

5. Textbooks

Required textbooks for courses usually can be purchased at the campus bookstore or a local bookshop. Textbooks can be expensive, but you often can discover where to buy used or second hand books less expensively by looking at notices on bulletin boards, reading advertisements in the campus newspaper and talking with classmates.

C. CREDITS/GRADES/DEGREES

Each U.S. institution determines its own system of grading and the requirements for degrees. Each course you take will be assigned a certain number of credits or points; a specific total of credits for courses completed successfully will be required to earn a degree. Grades are given for each course at the end of each term usually in letters (A, B, C, D, F) or on a four or five point scale (4, 3, 2, 1, 0), but sometimes courses are offered on a pass/fail basis. For specific information about the system used and degree requirements for the institution you will be attending, refer to its catalog.

D. LIBRARY/RESERVE BOOKS/DEPARTMENTAL LIBRARIES

The central library on campus is one of the most important places for students—all students have open access to library materials and they are expected to use the library to do required reading, research and studying. There will be an orientation to the library at the beginning of the academic term to familiarize students with the facilities, services and procedures. Sometimes professors will place books on reserve for students in their classes. These are normally difficult-to-obtain texts which often can only be used in the library and which are kept in a central location. Some departments also have libraries with specialized materials pertinent to the topic of study.

E. ACADEMIC CALENDAR

The academic year in the United States is approximately 34 weeks long; classes usually start in August or September and end in May or June. The year is divided into terms, with institutions following one of several patterns: the semester system which divides the calendar into two equal terms of approximately 16 weeks; the

quarter system which consists of three terms of about 11 weeks each during the normal academic year with a fourth term held during the summer months; and the trimester system which has three equal terms of approximately 15 weeks each.

The major holidays which occur during the academic year are: Thanksgiving (the fourth Thursday in November) when classes are normally suspended for a long weekend—Thursday through Sunday; Christmas (December 25) and New Year's Day (January 1) when two weeks to a month may be given as vacation; spring break (usually held at Easter which falls in late March or early April) which may be a week or two. There may also be one day holidays during the academic year, and many institutions also provide a vacation period between academic terms.

Most students use the summer months to work, travel or relax, but a number of institutions offer either regular or special courses during the summer months. By participating in a summer academic session, it may be possible for a student to earn a degree in a shorter time than is normally required.

F. GRADUATE PROGRAMS

Graduate programs differ from those at the undergraduate level in a number of ways such as degree of specialization, fees charged, residency requirements and amount of research and writing. Requirements for master's and doctoral degree programs vary among institutions offering such programs, and you should request specific information from several U.S. institutions. Detailed information about master's and doctoral degree programs is given in several of the publications listed in Appendix A. The brief review given below is reprinted, with permission from the College Entrance Examination Board, from *Diversity, Accessibility, and Quality: A Brief Introduction to American Education for Non-Americans*, 1977, pages 14–16.

Master's Degree

A master's degree requires at least one full academic year of course work beyond the bachelor's degree. Frequently a thesis is required, and occasionally a comprehensive examination of general knowledge and proficiency in a foreign language is also required.

Master's degree programs vary considerably among the approximately 900 institutions that award them.... Programs leading to the degree usually require one or two years of advanced study, based upon graduate courses, seminars and colloquiums, and in many cases, research or independent creative scholarship. Frequently, particularly in the sciences or engineering where Master of Science is the degree choice, a thesis based upon research is required, and in the majority of cases, an oral or written (or both) examination is required.... Requirements may differ not only among institutions but among disciplines within an institution as well.

Completion of a satisfactory master's program is often prerequisite to entering into study at the doctoral level. Master's degrees may be earned in as many as 100 disciplines in large public universities. For the most part these will be

either Master of Arts or Master of Science degrees, and there is no consistent way to distinguish between the two. The master's degree marks the first specialization beyond the bachelor's....

Usually one-half to two-thirds of the course work will be in the major subject. The remaining course work will consist of supporting courses and electives. The thesis is usually based on a limited amount of research, but as a minimum could be based on an acceptable application of research techniques that develop new data and information. Quality of writing is evaluated as is the ability of the writer to present and effectively examine the topic.

Doctor of Philosophy Degree

A Doctor of Philosophy (Ph.D.) degree requires a minimum of three years of full-time study but often takes up to five or six years to complete. The average amount of time is approximately four and one-half years, of which the earned master's usually accounts for one year if the course work is applicable. Work at the doctorate level is highly individual and performed under close supervision of a chairperson with advice, general supervision and evaluation being provided by a committee of at least two other professors from the candidate's area of study and one more from a supportive field in which the candidate is required to demonstrate competency.

Candidates usually prepare for their preliminary or qualifying examinations during the later stages of their course work. Preliminary examinations measure the candidate's general knowledge of the field as well as his or her mastery of the particular discipline pursued by the student; these examinations indicate preparation for independent and original work designed to extend the student's knowledge in the field. A Ph.D. degree is almost always a research-oriented degree.

A proposal for a dissertation is prepared by the student and presented to the committee for criticism. Students are often required to rewrite parts or all of their proposals several times before the committees are satisfied. Proposals include a statement of the problem to be examined, hypotheses to be investigated, a review of the literature of the subject and the investigative methodology to be applied.

When the dissertation is completed the student presents and defends it before an examining committee of the graduate faculty. The vast majority of students who take these "orals" successfully complete the requirement....

G. ACADEMIC VOCABULARY

Americans regularly use slang or jargon (special vocabulary) when speaking. This, coupled with hearing English spoken with different regional U.S. accents, may cause you to have some difficulty in understanding Americans when you first meet them. To assist you in learning some of the standard academic jargon, common words and phrases used on U.S. college and university campuses are defined in Appendix D.

H. SOCIAL/RECREATIONAL ACTIVITIES

A number of social and recreational opportunities are available on campus and in the local community—movies, theater, symphonies, dances, sports, etc.—which provide a chance for you to learn more about the American people and society. Information about these activities probably will be given in orientation sessions, but it is also good to watch school bulletin boards and notices in the campus or local newspaper for special events. Sports equipment and facilities are usually available on campus.

Community groups working with foreign students often plan special activities. They might offer informal tutoring in conversational English, arrange seminars or discussion groups on topics of particular interest to students from a number of countries or plan home hospitality programs in which a foreign student is invited to an American home for dinner or to join a group of Americans for a special event. Your foreign student adviser should have information about such activities.

Dating is certainly a focal point of social activities on campus. Relationships between men and women in the United States tend to be more outwardly emotional than they are in China, with sexual encounters more open. Because of the Women's Liberation Movement, which promotes equality of the sexes, a woman might ask a man for a date or pay for a meal. You may find yourself in some unfamiliar situations which make you feel uncomfortable, but if you explain the reasons for your discomfort, the individual probably will understand and try to adapt his or her behavior.

A good generalization to keep in mind about Americans is that they work hard and they play hard. They are often delighted to have you join them for social activities, but it may be necessary for you to take the initiative to indicate your interest. Although Americans are interested in China, they may be reluctant to ask you questions about your life in China, your family, etc.; again, you should initiate conversations rather than wait for invitations. If you wish to invite Americans to join you in an activity, remember that many Americans have busy schedules and so will certainly appreciate receiving more than 24 hours advance notice of the event.

V. Life in the United States

As has been mentioned previously, volunteers from the local community may assist you in learning about facilities in an American community. If there are other Chinese students on campus who have been in the United States for awhile, they also may help you. Some services which may be of particular concern to you are briefly described below. As you encounter new experiences and if you have questions, ask for explanations; Americans expect this and will be happy to help you.

A. MONEY AND BANKING

U.S. currency uses a decimal system similar to that used in China. The basic unit is the dollar (similar to a *yuan*), written as $. The dollar is subdivided into cents; amounts smaller than $1 can be written in two styles: either 50¢ or $.50. Paper currency is available in the following denominations: $1, $2, $5, $10, $20, $50 and $100. ($2 bills are not seen often, however.) Bills of all denominations are the same size and color. Coins made of copper and silver are available in denominations of 1¢ (called a penny and similar to *fen*), 5¢ (a nickel, similar to *wu fen*), 10¢ (a dime, similar to *mao*), 25¢ (a quarter) and 50¢ (a half dollar). The official rate of exchange in December 1981 was Y1 = US$.56.

One of your initial concerns will be to find the most efficient way to pay for items such as rent and books. Most Americans have a checking account at a local bank which permits them to pay by check. If you have a large amount of cash or a large check on arrival at your host institution, you will want to open an account at a convenient bank as soon as possible, as it is not wise to carry large amounts of cash. (Most Chinese government-sponsored students and scholars in the United States receive their living stipends from the PRC Embassy or Consulates once every three months; individuals sponsored by the Chinese government for a brief stay in the United States probably will receive their living stipend for the entire length of their visit upon arrival in the United States.) There may be a credit union or branch bank on the campus, or you may find an all-purpose bank within easy walking or biking distance from campus. An employee of the bank, the foreign student adviser or a community or student volunteer can explain the basics of banking to you—how to deposit money, cash a check, keep track of the balance in your account, etc.

You must have an identification (ID) card when paying by check. The student ID card issued by the institution may not be acceptable, but you should be able to obtain a valid ID card through the local office of the state motor vehicle department. U.S. driver's licenses or credit cards can also be used for identification purposes.

The amount of money you keep in a checking account should be enough to cover your basic costs—rent, food, clothing, books, etc. If you have additional money, you might want to open a savings account. Interest rates paid on savings accounts differ from bank to bank, and you should investigate the various types of savings accounts available in the area before you open such an account.

The use of credit cards is widespread in the United States. Banks, credit card companies and stores issue credit cards which can be used to make purchases at restaurants, stores, hotels, airlines, etc. Bills are mailed to credit card holders once a month; if the bill is not paid within 30 days, an additional "finance charge" is added to the bill. Applications for credit cards are available in many banks and stores. Information is requested about the applicant's source and amount of income, length of residence at the present address, outstanding bills and type of bank accounts. Many companies that issue credit cards require applicants to have a specific income before approving issuance of a credit card. Again, do not hesitate to ask American friends about requirements for obtaining and using credit cards.

Tipping for certain services is expected in the United States. Amounts given in tips vary from place to place and person to person. The following are meant to serve only as guides, with more generous tips usually being given in larger metropolitan areas or in situations when service has been particularly efficient. In a restaurant, diners usually add an amount equal to 10 to 20 percent of the bill for the waiter or waitress who serves them. Taxi cab drivers normally expect a tip of between 10 to 15 percent of the total fare. Porters who carry your luggage at airports, train stations or in hotels are usually given 50¢ to $1 per suitcase.

B. COMMUNICATIONS

The telephone is central to American society and culture. You will see telephones everywhere—in houses, office buildings, on street corners. Americans do business by phone, shop by phone, make appointments and call friends "just to chat." Private phones are those installed in a house or office which are paid for by the occupant on a monthly basis. If you decide to have a phone installed in your residence, ask staff in the foreign student office or a community volunteer about the procedures for arranging this. Pay phones are those found in public places which require the caller to insert money into the machine before being able to place a call; someone can show you how to use such phones.

If you live in a dormitory, it may be possible to make arrangements with the local phone company to have your own account. This would permit you to make long distance calls from the dormitory phone and have the charges billed directly to you; you would therefore not have to reverse the charges on all your long distance calls so the person you are calling must pay. If you live in a rooming or group house, a system for handling all phone charges will be agreed upon by all tenants.

There are telephone books in every U.S. city and town. The "white pages" are alphabetical lists of individuals by family name and organizations by company name; the "yellow pages" are organized alphabetically by category—e.g., banks, hospitals, restaurants, etc.—and appropriate businesses are then listed alphabetically under each category. If you are searching for the phone number of a certain type of establishment, but do not know the exact name or which firm you want, the yellow pages can be extremely useful since all enterprises in the same field are grouped together. Each town has special emergency numbers for such facilities as the fire

department or police station. These are often listed in the front of the telephone book. If you are in an emergency situation and do not know whom you should call, dial "0" for the telephone operator and he or she will be glad to assist you.

When someone calls you on the phone and it is not convenient for you to talk or you wish to end the conversation, it is not rude to indicate that you must hang up because you have an appointment, must get back to work or have someone with you. Many Americans enjoy talking on the phone and would continue a conversation unless you indicate that you must hang up.

Telegrams or cables can be sent either by phone or by going to the specific office which provides such service. (These offices can be located through the yellow pages under the heading, "Telegraph Companies.") Telegrams, cables and long distance phone calls can be expensive and there are a number of ways to lessen the costs, e.g., making calls at night or on weekends or sending cables in a specific fashion. It is good to ask about special rates in the city where you are located, as these vary across the country.

On some campuses there are post offices which provide basic services. Larger post offices in the town or city will handle any services not provided by the campus post office. In December 1981, air mail rates between the United States and China for letters were 40¢ per half ounce (14 grams) for the first four ounces and 35¢ for each additional half ounce; postcards cost 28¢ to mail. Airmail letters between the United States and China take between four days and two weeks.

C. TRANSPORTATION

Most large cities in the United States have public transportation systems which include buses and subways. Often exact change is required to pay the fare, so it is good to ask about this prior to taking your first bus or subway ride. Smaller towns probably will not have subway systems, but may have bus routes. Taxis also are normally available, but they are more expensive.

Bicycles are not as prevalent in the United States as in China, but many Americans do ride them to and from work or school or for informal outings. If you are interested in purchasing a bicycle, less expensive ones can be purchased in second hand bicycle shops. Also, check school bulletin boards for notices about bicycles being sold. Be certain to obtain copies of state and local rules for the operation of a bicycle; in some places it is necessary to register bicycles and you should ask about this. Because streets in the United States are dominated by motor vehicles, it is important to use lights for night cycling and to wear jackets or shirts easily visible at night. It is always advisable to have and use a bicycle lock.

If you are thinking of purchasing or operating an automobile in the United States, there are a number of items which must be considered. You must have a valid driver's license and the car must be registered in the state where you are living and must be insured. To obtain a U.S. driver's license, you must pass a written examination about local driving laws, an eye examination and a road test. Information about

requirements for driver's licenses and a manual explaining local driving regulations can be obtained at the local or state bureau of motor vehicles.

Deciding whether or not to purchase a car requires research and thinking about what type of car will meet your needs and fit your financial situation. Talk with a number of car dealers, read advertisements for automobiles in local newspapers, consult publications such as *Consumer Reports* (usually available in libraries) which provide information about all kinds of automobiles. Financing the purchase of a car can be arranged either through the car dealer from which you are buying the car or a local bank. Banks tend to offer lower interest rates, but you should investigate all possibilities before making a final decision. The car must be insured before you drive it and must be registered in the state where you are living. Most states also require that cars be inspected at least once a year to make certain they are in good condition. Buying and insuring a car in the United States are extremely expensive, so be certain to talk with a number of persons before committing yourself to the purchase of an automobile.

Cars can also be rented. To rent a car you must be at least 21 years of age (many states require you to be at least 25 years of age), have a valid driver's license and show proof of ability to pay for the rental. You may also be requested to show your passport when renting a car. If you are interested in renting a car, request information from various local car rental dealers, as prices and requirements vary.

D. STORES AND OTHER FACILITIES

A supermarket is an American phenomenon which may be unfamiliar to you. It is a large store which sells all kinds of food—packaged, canned, frozen, fresh—and might also carry drugstore items, hardware, cooking utensils, etc. Prices in supermarkets tend to be slightly lower than those charged in small neighborhood grocery stores. If a tour of a local supermarket is being arranged for foreign students by a community volunteer, it will be helpful for you to participate so you can become familiar with the offerings of the various sections of the store. This is particularly important if you plan to do most of your own cooking. Few Americans cook all their meals beginning with fresh meats and vegetables; there are many nutritious frozen foods available which save a great deal of preparation time. There may also be some Chinese food stores in the local community—or a special section of the supermarket specializing in Chinese foods.

There are many types of stores in the United States—those specializing in one commodity, e.g., records, books, clothes, furniture, etc. and shops which sell a variety of items such as department stores. There also are a number of discount stores which sell standard items at reduced prices and second hand stores which sell used items at lower prices. You should receive information about local stores in the orientation materials you receive from the foreign student office. Normal hours of business for most stores are 9 a.m. to 5 p.m. Monday through Saturday; they do *not* close for a period at mid-day. However, many stores open earlier and remain open through the early evening hours and are also open on Sundays. There are even some

stores which remain open 24 hours a day, seven days a week. Be certain to ask about the hours and days of business of various stores and about other matters which are unfamiliar to you. No items are rationed in the United States.

Many communities have established "loan closets" especially for foreign students. You can borrow items from these facilities, use them for the duration of your stay and return them cleaned and repaired, if necessary, when you leave. Also, do not be surprised if American volunteers offer to lend you furniture, cooking utensils or sheets and towels from their homes, as this is a very acceptable and often-used custom.

Open air markets such as those common in China are not standard in the United States. However, in many larger U.S. cities, fresh vegetables and other commodities are usually sold on busy street corners or at intersections where several major streets meet. Often very good produce at prices lower than those charged by grocery stores or supermarkets can be purchased at these stands.

There are also a number of facilities such as laundromats, dry cleaning facilities, drug stores and hardware stores in most towns. Explore your neighborhood to see what is available within walking distance of your place of residence.

E. EATING ESTABLISHMENTS AND DINING CUSTOMS

There is a wide variety of eating establishments in the United States: restaurants that specialize in food from one particular country or part of the world and which range in cost from inexpensive to very expensive; cafeterias where you serve yourself from items available at a counter; "fast food" places which offer inexpensive pre-prepared foods—hamburgers, hot dogs, fish sandwiches—and so forth. To learn what types of restaurants are available in the area, ask your American friends or look in the yellow pages of the telephone book under the heading, "Restaurants."

It is safe to drink the water in all parts of the United States and it is not necessary to order bottled water in restaurants. Most Americans prefer water served cold, and the Chinese custom of offering hot water as a beverage is unfamiliar; however, if you would like some hot water, do not hesitate to ask for it, as it can be provided easily.

Paying the bill for eating in a restaurant is handled in a number of ways in the United States. Sometimes the person who has invited you out for a meal will pay the entire bill; other times, it is "dutch treat," i.e., each person pays for the food and drinks he or she has consumed and adds a bit extra as a contribution toward the tip for the waiter or waitress. In a restaurant where you are being served by a waiter or waitress, the bill will be presented at the end of the meal. In a cafeteria or fast food restaurant, normally each individual pays for his or her own food as it is ordered or as soon as it is received.

Normal ranges of times for eating in the United States are as follows: breakfast—7 to 9 a.m.; lunch—12 noon to 2 p.m.; and dinner—6 to 9 p.m. On non-business days, Americans may have brunch, i.e., a combination of breakfast and lunch foods which is usually eaten sometime between 11 a.m. and 1 p.m.

Americans often entertain at home rather than taking guests out and you therefore may be invited to a meal in an American home. It is difficult to generalize about these situations, as each individual entertains in the style most comfortable to him or her and most suited to the particular occasion and number of guests. When going to an American home, you should try to arrive at the time specified in the invitation, but you should not arrive more than a few minutes early, as the host or hostess probably will be busy preparing the meal. Americans consider having meals together as a time for socializing as well as for eating. If you are invited for an evening meal, cocktails (usually alcoholic beverages but if you wish something non-alcoholic, be certain to ask for it) and hors d'oeuvres (e.g., crackers and cheese or peanuts) will normally be served first in the living room to allow time for conversation. The meal may be served buffet style—where each person helps himself or herself to the food arranged on the table—or all guests may be seated at a table. In the latter case, food may be passed from one guest to another and each person is expected to help himself or herself. Because of the informality and individualism so prevalent in American society, the host or hostess very seldom serves the guests. When asked if you would like an additional serving of any of the food available, do not feel it is necessary to accept but do so if you would like more. Your host or hostess will not be offended if you decline; he or she simply wants to make certain all guests have a sufficient quantity of food to eat.

Dinners may be served in a number of courses, including perhaps any or all of the following: appetizer, soup, main course (meat, poultry or fish, vegetables and rice, noodles, potatoes or bread), salad, cheese and crackers, dessert and coffee or tea. Coffee and tea may be served at the table in the dining room or may be served more informally in the living room. After-dinner liqueurs also may be offered.

Conversation among guests will continue through the meal and may go on for a long time after the meal. Americans want their guests to "feel at home" or be relaxed and comfortable during their visit. If you are uncertain about the proper utensils to use, how to eat a certain type food or what you are supposed to do next, watch your host or hostess as an example—or ask for assistance. Americans realize that their customs and habits may be different from those followed in China and will be happy to explain the reasons they are doing things in a certain manner.

Many Americans, when invited to another person's home, take the host or hostess a gift of wine or flowers which they present on arrival. At the end of the evening, most people depart at approximately the same time. If you must leave earlier than the others, do not worry, simply extend your apologies to the host or hostess for having to leave early. If you have particularly enjoyed the evening, you might want to call or write a note to the host or hostess thanking him or her.

F. SAFETY PRECAUTIONS

As you become accustomed to your new environment, ask about any recommended safety precautions you should take. Unfortunately, the United States is not free of crime, and you should be careful to lock your place of residence, take precau-

tions against thieves (do not carry large sums of cash), ask if there are particular areas of the city where it is not safe to walk at night and so forth. You probably will not have any problems, but it is a good idea to take some basic measures to protect yourself. If you do have problems, ask the police for help—either by telephoning (call the local emergency number which should be listed in the front of the telephone book or the telephone operator by dialing "0") or by approaching a policeman or policewoman who is in the vicinity.

G. HEALTH CARE/INSURANCE

The cost of health care in China and the United States differs greatly. Virtually none of the medical services and facilities available in the United States are government funded. All care is rendered strictly on a fee for service basis, and costs may appear exorbitant to you.

A physician or dentist who treats you in his or her office may charge $30 to $50 per visit. X-ray, laboratory and prescription charges will be additional.

Hospital charges are also expensive, even by American standards. If you have to be hospitalized, your bill will be determined as follows:

Room and Board—The amount charged per day for your bed and meals. This charge varies widely, but as a guideline:

Ward (several people in one room)—$100 to $200 per day;
Semi-private Room (two or more people)—$125 to $240 per day.

Operating Room—An amount charged for the time you use the room: $150 minimum.

Recovery Room—An amount charged for the recovery room services, used if necessary after surgery: $80 minimum.

Ancillary Hospital Charges—The amount charged for miscellaneous hospital services such as laboratory, x-rays, blood and prescriptions: $50 per day minimum.

Anesthesia Charges—These may be on your hospital bill or billed separately by your anesthesiologist. Cost will be about 30 percent of the surgeon's fee. Other charges may be included for an assistant surgeon, a consultant, an ambulance, special nursing care or physical therapy.

(The above costs do *not* include the fees you must pay your doctor or surgeon. Those will average $250 per day.)

The emergency room or "Outpatient" clinic at all hospitals is staffed and equipped to handle emergencies. The fees are reasonable, but will range from $40 to several hundred dollars per visit depending upon the seriousness of your case.

Naturally, no one intends to have an accident or become ill, but these events are totally unpredictable. The first thought most students have is that they can go to the

college or university health clinic for free or inexpensive care. That is not necessarily the case. The vast majority of campus health clinics have only part-time physicians, few beds and no surgical facilities. They do have the personnel, however, to refer students to the proper outside sources, but then, of course, you must be prepared to pay the bills involved.

Most Americans have medical or health insurance to protect themselves against sudden and unexpected medical expenses. Unfortunately, while the concept of insurance is simple, the selection of a policy amongst the myriad offered by hundreds of insurance companies can be a bewildering experience. While all educational institutions offer some form of medical insurance, usually costing $80 to $180 per year, the policies seldom meet the needs of foreign students, as they were designed to supplement the existing plans held by most American students or their parents. Though you will have no such supplemental plan, buying one of these policies is certainly better than having no insurance at all.

Because of this problem, the National Association for Foreign Student Affairs (NAFSA) became the policyholder of several insurance policies designed strictly for the use of foreign students in the United States. The programs are comprehensive, reasonably priced and carefully monitored to be certain they continually meet the needs of foreign students. Premiums average $170 per year for a single student and $500 for a married student accompanied by his or her dependents. Details about these insurance policies are available from your foreign student adviser or from the NAFSA office (1860 19th Street, N.W., Washington, DC 20009).

While insurance will *not* cover all your medical expenses, it is an absolute necessity in the United States. Becoming disabled by an accident or illness is one of the most serious hazards that all foreign students face, for it threatens the foundation on which their financial stability depends.

H. TRAVEL WITHIN THE UNITED STATES

If you have the opportunity to travel to a region of the United States other than the one in which your host institution is located, you can make arrangements by air, train or bus. Air transportation tends to be the most expensive, but there are a number of special fares and you should ask airline personnel about the least expensive way to take the trip you are planning. Train and bus travel (the latter being the least expensive mode of transport) provide good opportunities for seeing the country. Again, many special fares exist, so inquire about the possibilities.

A number of types of accommodations are available. A YMCA or YWCA (Young Men's/Women's Christian Association) is probably the most economical place to stay. These facilities are often referred to as "Y's" and are usually located in downtown or central business districts. Rooms are available with or without bath—in the latter case, a bathroom is shared and the charge for the room is less expensive. Hotels range from luxurious to very simple, with prices at the former being much higher. Hotels are usually located within the town or city limits. Motels are designed

primarily for travelers who are driving and tend to be on the outskirts of a city or town or on the open highway. Again, prices vary considerably according to the style of the motel.

There are organizations in the United States which will arrange special trips for foreign students which might include a stay in the home of an American family. The International Student Service sponsors a VISIT program in which community volunteers throughout the United States assist foreign students in planning trips. The Experiment in International Living also arranges various kinds of home stay programs where foreign students can visit an American family. Information about these and other opportunities for travel in the United States are available in the foreign student office at your host institution.

To help you find inexpensive accommodations throughout the United States, consult *Where to Stay in the U.S.—From $2 to $20 a Night.* The 1980–81 edition of this book is available from the Council on International Educational Exchange, 205 East 42nd Street, New York, NY 10017, for $4.95. This publication and others providing information about travel in the United States also should be available in the local library.

I. TRAVEL OUTSIDE THE UNITED STATES

If you arrange to travel to other countries during your stay in the United States, you should ensure that your papers are in order for reentry to the United States before your departure. Discuss your plans with your foreign student adviser. Since most U.S. visas issued to students and scholars in China are three month double-entry visas, you usually will need to renew your visa while abroad. There is an exception to this when traveling to Canada or Mexico. For your reference and information, some U.S. Immigration and Naturalization Service regulations for travel outside the United States are outlined below.

If you are traveling to Canada or Mexico for less than 30 days and your U.S. visa does *not* contain the notation 212(d)(3)(A)(28)—the symbol indicating that the bearer requires special permission to enter the United States, you are not required to renew your visa. You should carry with you your valid Forms I-94 and IAP-66 or I-20A. INS will automatically revalidate your U.S. visa upon reentry to the United States.

If you *do* have 212(d)(3)(A)(28) marked on your U.S. visa, Canadian or Mexican diplomatic missions require a letter from the U.S. Department of State before processing your Canadian or Mexican visa. The Swiss Embassy recently began requiring such a letter as well. The U.S. Embassy or Consulate in the country to be visited also must be notified so it can renew your U.S. visa. In these cases, you or your foreign student adviser should notify the Department of State of your travel plans by sending certain information to the visa office. (Your foreign student adviser will know what information to send.) The visa office will send letters to the appropriate foreign consulate in the United States and to the U.S. Consulate in the country to be visited stating that you have authorization to travel to the country from which the visa is being requested and to reenter the United States. You must then apply to the

Canadian, Mexican or Swiss Embassy or Consulate located in a U.S. city near you to obtain a visa to visit that country. (Canadian visas for Chinese visitors take at least five days.) When you apply for your U.S. visa at the American Embassy or Consulate abroad to reenter the United States, you must present a valid passport, two passport photographs, a copy of the valid IAP-66 or I-20 and the visa application.

When you are traveling to destinations other than Canada, Mexico or Switzerland and need a new U.S. visa, you should apply for it at the appropriate American Embassy or Consulate in the country to be visited. You follow normal procedures for visa renewal and do not need a letter from the Department of State for your visa. However, if you have the CHINEX notation on your visa, be certain to inform your foreign student adviser of your travel plans before leaving the United States. This will enable the foreign student adviser to notify the Visa Office of the Department of State of the city and country in which you will be applying to renew your U.S. visa. The Visa Office will then send authorization to the appropriate U.S. mission abroad to renew your visa to permit reentry into the United States.

J. U.S. IMMIGRATION REGULATIONS

While you are in the United States, you must adhere to the rules and regulations of the U.S. Immigration and Naturalization Service (INS). The rights and responsibilities of all foreign students in the United States are very specific and clear. General information about these should be given to you by your foreign student adviser and any time you have questions about INS regulations, you should not hesitate to go to the foreign student office on campus. Because educational exchanges between the United States and China are new, there are some restrictions for Chinese nationals which differ from those for citizens of other countries. Information about these is available in the foreign student office, but they are also outlined below for your reference.

1. Reporting Obligations for Travel in the United States

Visas of many Chinese students and scholars entering the United States are stamped with a 212(d)(3)(A)(28) classification. Some of the visas have the additional notation, CHINEX, which refers to inclusion under the educational exchange agreement between the United States and China.

All CHINEX students and scholars are obligated to report certain types of travel within the United States—regulations called access controls. A CHINEX student or scholar is defined as any citizen of the People's Republic of China visiting the United States to participate in an exchange visitor program financed by the U.S. or Chinese government and/or to lecture, perform research or study in a scientific or technical field.

The U.S. government places access controls on Chinese exchangees in particular fields of study in response to similar controls applied to Americans in China. If you have the CHINEX designation in your passport, you are required to notify the

Department of State in writing of any professional travel plans. Professional travel is any travel outside the host institution related to your academic work, such as travel to a conference, laboratory, research facility or factory. An information sheet describing required procedures should be given to you by your foreign student adviser.

2. Extensions of Stay

a. J-1 Visa Holders

An IAP-66 is valid for a maximum period of one year. If you have a J-1 visa and are planning to stay in the United States for more than one year, you must renew your IAP-66 and extend your "permission of stay" with INS. To do so, you must request a new IAP-66 from the exchange visitor program's responsible officer. If you are sponsored by the Chinese government, you should also request permission for an extension of stay from the Chinese Embassy.

If you do *not* have the CHINEX designation on your visa and wish to apply for an extension of stay, simply request a new IAP-66 from the exchange visitor program's responsible officer. Once this has been obtained, send the valid IAP-66 plus the expiring I-94 to the nearest immigration office and request an extension of stay.

If you *do* have the notation CHINEX on your visa, the exchange visitor program's responsible officer must request approval from the Department of State before issuing the new IAP-66. There is usually no problem with this and after the responsible officer has received a letter of concurrence from the Department of State, he or she will give that to you and you should send the letter with the new IAP-66 and the expiring I-94 to the local INS office to apply for the extension of stay. The local INS office *must* have this written notification from the Department of State before it can issue an extension of stay to a person with CHINEX stamped on his or her visa.

b. F-1 Visa Holders

Since March 30, 1981, Forms I-20 have been issued on a "date certain status" basis determined by the anticipated completion date of the studies to be undertaken. If you have an F-1 visa, you therefore may not need to request an extension of stay during your visit in the United States. (The length of time you are permitted to stay in the United States is written on your Form I-94 by the immigration officer at the port of entry into the United States.) If it is necessary to extend your permission of stay, consult your foreign student adviser about appropriate procedures to follow.

3. Change of J-1 Category

If you are a scholar sponsored by the Chinese government and wish to change your J-1 category from that of a scholar to a degree-seeking student, Chinese government regulations require that you request permission from your sponsor in China. You should contact your Chinese sponsor directly, sending copies of your correspondence to the Counselor for Education, Embassy of the People's Republic of China, 2300 Connecticut Avenue, N.W., Washington, DC 20008. When you write to your sponsor, you should enclose a letter from the U.S. institution confirming that it is willing to have you become a degree-seeking student.

After permission has been received from your Chinese sponsor and if you have the CHINEX notation on your visa, the exchange visitor program's responsible officer will apply to INS for a transfer of category, explaining in detail the reasons for the category change and why it is necessary for the completion of the original objective. INS will make a final determination in the case after consulting with the International Communication Agency (ICA) and the Department of State.

ICA ordinarily would not allow an exchange visitor to transfer from one category to another, i.e., from researcher to student, as such transfers are interpreted to mean a change in educational objective or the setting of a new objective. However, because U.S.-China academic exchange is a new program, ICA is taking into account the unique circumstances by which many CHINEX exchange visitors come to U.S. institutions. Therefore, cases involving the change of category of a CHINEX PRC scholar to that of a student normally will be approved if there is reasonable substantiation that the original objectives of the exchange visitor are being served. Cases normally will *not* be approved when the CHINEX exchange visitor has changed his or her objectives.

If you do *not* have the CHINEX notation on your visa and wish to change J-1 category, you should follow normal procedures, i.e., request a new IAP-66 from the exchange visitor program's responsible officer and submit the application for change to INS. These cases will be handled in the same manner as those for all other foreign nationals.

4. Change of Institution

If you have the CHINEX notation in your visa and wish to transfer to a different U.S. institution but remain in the same field of study or research, you must request permission to do so from the Chinese Embassy and then obtain a new I-20 or IAP-66 from the new sponsor. The new sponsor must request approval of the transfer from the Department of State, and you should inform the new sponsor of this requirement. After permission has been received from the Department of State, the new sponsor will issue you an I-20 or IAP-66. You then need to have the foreign student adviser or responsible officer at the original institution endorse the new I-20 or IAP-66 so you are released from the original sponsorship. You then submit the request for transfer to INS with the letter of approval from the Department of State.

If you do *not* have the CHINEX notation on your visa and wish to change institutions, you should follow the same procedures as all other foreign nationals. Your foreign student adviser can explain them to you.

K. U.S. INCOME TAX LIABILITY AND SOCIAL SECURITY

The United States and China do not yet have a tax treaty. Therefore, regulations applicable to students and scholars from other foreign countries also apply to Chinese students and scholars. (A brief synopsis of these is given below. For more detail, see U.S. Internal Revenue Service [IRS] publications No. 518, "Foreign Scholars and

Educational and Cultural Exchange Visitors," and No. 519, "U.S. Tax Guide for Aliens," which should be available in the foreign student office.)

Chinese nationals coming to the United States on F-1 or J-1 visas who receive a salary from any source—U.S., Chinese or otherwise—have the following U.S. income tax obligations.

You will be taxed as a nonresident alien and must file Form 1040NR by April 15 each year. Your taxes are on a graduated base, which is indicated in the instructions for filing Form 1040NR. Persons on F-1 or J-1 visas do *not* pay social security or unemployment taxes. You should examine your first pay check to make certain the employer is not deducting these taxes. If these taxes are being deducted, you should refer your employer to IRS Circular E No. 15, "Employers' Tax Guide," which gives tax information for nonresident aliens. Also, you are not taxed on interest income from savings, etc.

You can itemize deductions, but are limited to taking deductions for the following items: state and local taxes, contributions to charitable organizations and personal, casualty and theft loss. You can also take employee business expense deductions such as transportation to the United States, meals and lodging if you are temporarily away from your Chinese tax home and work for your original employer upon return to China.

It is important to keep accurate records and receipts of food and lodging expenditures during your stay in the United States, as these expenses can amount to substantial deductions. These deductions apply only to the principal person, not to accompanying family members.

(There also may be state income taxes which you are obligated to pay. As tax laws vary considerably from state to state, consult your FSA to learn what the local tax regulations are.)

L. CHINESE EMBASSY AND CONSULATES IN THE UNITED STATES

If your passport is lost or stolen during your stay in the United States, you should contact the nearest Chinese Embassy or Consulate. In December 1981, the following Chinese missions were open in the United States:

Embassy of the People's Republic of China
2300 Connecticut Avenue, N.W.
Washington, DC 20008
Phone: 202/328-2500

Consulate General of the People's Republic of China
1450 Laguna Street
San Francisco, CA 94115
Phone: 415/563-4885

Consulate General of the People's Republic of China
3417 Montrose Boulevard
Houston, TX 77606
Phone: 713/877-8100

Consulate General of the People's Republic of China
520 12th Avenue
New York, NY 10036
Phone: 212/279-4260

Additional Chinese Consulates are scheduled to be opened in Chicago and Honolulu within the next few years.

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VI. Characteristics of Americans and American Society

There are a great many differences between the United States and China; at times you may not understand the actions of Americans or particular facets of the American society. When you first arrive in the United States, you, like students from other countries, may experience "culture shock"—a feeling of disorientation or confusion that often occurs when someone leaves a familiar place and moves to an unfamiliar one. This is normal and you should not be disturbed by it. As you become more accustomed to life in the United States and to American attitudes, uncomfortable feelings should diminish. Americans usually are willing to answer questions and explain situations which may be unfamiliar to you, so never hesitate to ask for assistance.

It is difficult to generalize about characteristics of Americans, as U.S. society is composed of persons who come from numerous social and cultural backgrounds, who live in varying economic situations and whose ways of approaching and living life differ radically. The items mentioned below are offered *not* to encourage you to "become American," but to help ease your adjustment to life in the United States.

Individualism, independence and self-reliance are common American traits. Each person is expected to make most decisions for himself or herself about all facets of life—education, career, home. The immediate family (mother, father and children) is an important aspect of society, but in ways different from those of China. Children are encouraged from an early age to become self-sufficient—taking care of their clothes and bedrooms, perhaps helping to cook and clean—and to begin thinking for themselves. Parents provide advice and assistance when needed, but the importance of the individual is stressed. The importance of "thinking for oneself" may appear to be selfish or uncaring behavior, but it is not meant to be. It is assumed in the United States that individuals will take the initiative, develop individual perspectives and approach life in their own particular fashion. This does not mean family members and friends are not important to Americans; sometimes there are very close relationships between relatives and friends, but they are perhaps on a different basis than is normal in China.

Friendship in the United States does not entail specific duties and may be of short duration with limited obligations between one person and another. Americans are highly mobile, moving from one job to another and one city to another, and therefore may find it difficult to become deeply involved with others. The importance of being self-reliant and the undesirability of having to depend on others adds to Americans' hesitancy to form many close friendships. On the other hand, most Americans tend to be "friendly" and are willing to assist foreign students; a surprisingly large number are generous in offering hospitality in their homes or in loaning items which might be useful.

Gifts are often exchanged between friends and family members not only on occasions such as birthdays or holidays, but for special reasons—expressing affection or appreciation, for example. When a gift is received in the United States, the receiver is expected to open it in front of the giver.

Americans tend to be informal, often addressing each other by their given name when they first meet (given names are written first in American names), having guests assist with a meal they are preparing, inviting someone at the last minute to participate in a certain event, etc. This informality is seen in types of dress, lifestyles, forms of entertaining, relationships between persons of different age and status, etc. There is a paradox in this, however. Americans will be very relaxed about some matters, such as discussing some topics openly which in other societies would be shared only with the inner family or welcoming an unexpected guest, and yet be very strict about others—for example, the importance of privacy (knocking on a door before entering, asking permission to borrow items of personal property such as books, allowing time and space for persons to be by themselves), calling persons before going to visit them, reluctance to ask a person's age or discuss personal finances, using polite terms such as "please" and "thank you" at times that other societies would consider unnecessary and so forth.

It may also seem a bit unusual that a society which prides itself on its informality can also be so time conscious. Many foreigners view Americans as being "ruled by the clock"—everything operating on specific schedules, people hurrying from one place to the next or from one task to another. Punctuality is important, and people are expected to be on time for appointments, classes, social events, etc. or if they are going to be late, to call to let the host or hostess know they will be delayed. This obsession with time may also cause Americans to be impatient and abrupt when they encounter delays.

Americans prefer dealing with problems and conflict directly. If there has been a disagreement or misunderstanding between two friends, rather than have a third person serve as a mediator, the two friends will discuss it directly. There is not the same emphasis on "saving face" in the United States as there is in China.

You may find the preoccupation with materialism in the United States disconcerting. "Success" often tends to be measured by the amount of money and material goods a person is able to accumulate. Most Americans work extremely hard at their jobs, would not consider taking a rest in the middle of their work day and are always looking for a way to better their position. They want to feel in control of their lives and believe that what is good or desired is virtually unlimited if they work hard. This drive and ambition to "get ahead" have produced some excellent results, but have also created some waste in natural and human resources.

The importance of the individual good as opposed to the collective good, the absence of work units and responsibility to an overall authority, the stress Americans place on the rights of the individual, not the government, and many other facets of American society may appear strange to you. Americans sometimes boast about the virtues of the United States, but many are also willing to discuss the weaknesses of their society; they are extremely curious about China and yet know little about it; they live in a highly sophisticated technical society and yet may appear to be naive,

childlike and unsophisticated in some matters. These and many other paradoxes will occur to you as you become familiar with American society. Your stay in the United States not only will provide an opportunity to see first hand things you have only read about or seen in movies or on television but also will help you put them in perspective. Americans tend to be quite talkative and will be interested to learn your impressions about the United States and to hear about Chinese customs and society. Becoming accustomed to Americans and American society will certainly be a challenge, but your experiences in the United States should prove rewarding, both professionally and personally.

VII. Leaving the United States

Before leaving the United States, all J visa holders must have income tax clearance (also referred to as a "sailing permit," which is valid for travel by all means of transportation). Such persons are required to demonstrate to the U.S. Internal Revenue Service (IRS) that they have had withheld from U.S. income all appropriate federal taxes. Proof that this requirement has been met is not evenly enforced at all U.S. ports of exit, but it is nonetheless a requirement of all persons holding J visas—*whether or not any income has been earned during the period of stay in the United States.*

Clearance for tax purposes can be requested *in person only* at any IRS office with the following documentation:

- valid passport and Form I-94;
- dated travel ticket;
- evidence of federal taxes paid on income in the past two tax years; and
- evidence that appropriate income tax has been withheld from the current year's income;

OR

- evidence that no taxable income has been earned during the period of stay in the United States. (This can be a letter from the sponsor plus a letter from the U.S. host institution confirming that no employment income has been earned that is of a sufficient amount to be taxed.)

IRS personnel will use the above evidence to complete a Form 1040-C showing preliminary compliance with U.S. federal tax laws. If it is found that you have *not* paid all federal income taxes for which you are liable, you must pay all outstanding taxes before you will be issued a sailing permit and be allowed to leave the United States. A final tax return form to report income earned and U.S. federal taxes paid for the current tax year can be requested from U.S. missions abroad after January 1 of the next year.

The sailing permit should be requested no more than 30 days before actual departure. The law requires that such procedures must be completed at each departure, irrespective of the duration of the sojourn abroad.

F visa holders with taxable income are required to file a tax clearance Form 1040-C as well. If no taxable income has been earned during the period of stay in the United States, F visa holders are not required to complete anything in writing, but must give an oral declaration to the immigration officials upon departure stating that no money was earned during the stay in the United States.

In addition to this legal departure requirement, make certain all outstanding bills are paid, reimbursements for any deposits on apartments and/or utilities are received and leave a forwarding address with the foreign student office and the local post office so mail which arrives after your departure can be sent to you.

As you are preparing to leave the United States, you will be busy packing, collecting books and materials you want to take home with you and taking care of last minute details necessary for any departure after a long stay. You will also want to find time for final visits with the American friends you have made and to arrange to maintain the professional, educational and social ties you have developed. While you may wonder if you will have time to complete all your departure tasks, the intense activity may help ease the sadness of leaving good friends and colleagues. Your stay in the United States will then soon be over, but you will have many good memories to take home with you to share with your family and friends in China and you will leave the lives of Americans who have known you enriched by that experience.

APPENDIX A

LOCATIONS OF U.S. EDUCATION REFERENCE COLLECTIONS IN CHINA AND THE GENERAL MATERIALS CONTAINED THEREIN

COLLECTION LOCATIONS

Beijing (Peking):

Bureau of Foreign Affairs
Ministry of Education
Beijing 100806
People's Republic of China

National Beijing Library
1 Wenjing Jie
Beijing 100800
People's Republic of China

Press and Cultural Section
American Embassy
2 Xiushui Dong Jie
Beijing 100610
People's Republic of China

Shanghai:

Bureau of Higher Education
500 Shanxi Bei Lu
Shanghai 200041
People's Republic of China

Shanghai Municipal Library
Nanjing Xi Lu
Shanghai 200003
People's Republic of China

Press and Cultural Section
American Consulate - General
1469 Huaihai Zhong Lu
Shanghai 200031
People's Republic of China

North China Region:

Tianjin Municipal Library
22 Chengde Dao
Tianjin 300031
People's Republic of China

Northeast China Region:

Liaoning Provincial Library
Da Nanmen
Shenyang, Liaoning Province
110012
People's Republic of China

Jilin Provincial Library
Changchun, Jilin Province 130021
People's Republic of China

Heilongjiang Provincial Library
1A Fendou Lu
Harbin, Heilongjiang Province
People's Republic of China

Northwest China Region:

Shaanxi Provincial Library
146 Xi Da Jie
Xi'an, Shaanxi Province 710001
People's Republic of China

Gansu Provincial Library
Lanzhou, Gansu Province 730030
People's Republic of China

East China Region:

Nanjing Library
66 Chengxian Jie
Nanjing, Jiangsu Province 210018
People's Republic of China

Shandong Provincial Library
297 Danning Hu Lu
Jinan, Shandong Province 250011
People's Republic of China

Zhejiang Provincial Library
54 Daxue Lu
Hangzhou, Zhejiang Province 310009
People's Republic of China

Fujian Normal University Library
Changanshan
Fuzhou, Fujian Province
People's Republic of China

Central South China Region:

Zhongshan Library
71 Wende Lu
Guangzhou, Guangdong Province 350001
People's Republic of China

Henan Provincial Library
Yousheng Lu
Zhengzhou, Henan Province 450053
People's Republic of China

Hubei Provincial Library
45 Wuluo Lu
Wuchang, Wuhan, Hubei Province 430060
People's Republic of China

Hunan Provincial Library
265 Zhongshan Lu
Changsha, Hunan Province 410002
People's Republic of China

Southwest China Region:

Sichuan Provincial Library
222 Dongfeng Lu
Chendgu, Sichuan Province 610016
People's Republic of China

Yunnan Provincial Library
Kunming, Yunnan Province 650031
People's Republic of China

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GENERAL REFERENCE WORKS CONTAINED IN THE COLLECTIONS*

1. *Accredited Programs Leading to Degrees in Engineering Technology, 1979*—Engineers Council for Professional Development, New York, 1979, pb 12 pages.
2. *Allied Health Education Directory*—Council on Medical Education of the American Medical Association, Chicago, Illinois, 1978, pb 503 pages.
3. *Barron's Guide to the Two-Year Colleges*—William R. Graham, Barron's Educational Series, Woodbury, New York, 1979, pb 2 volumes: I-264 pages; II-106 pages.
4. *Bound for the United States: An Introduction to U.S. College and University Life*—U.S.-China Education Clearinghouse, Washington, DC, 1982.
5. *The College Blue Book, 17th Edition*—MacMillan Publishing Company, New York, 1979, pb 3 volumes: I-835 pages; II-519 pages; III-824 pages.
6. *The College Handbook 1979-80, 17th Edition*—The College Board, New York, 1980, 1679 pages.
7. *Comparative Guide to American Colleges, 8th Edition*—James Cass and Max Birnbaum, Harper and Row, New York, 1977, pb 1017 pages.
8. *Costs at U.S. Education Institutions*—Institute of International Education, New York, 1979, pb 156 pages.
9. *Doctor of Philosophy Degree*—Council of Graduate Schools, Washington, DC, 1977, pb 13 pages.
10. *Engineering Education—Alternative Programs*—Engineers Council for Professional Development, New York, 1978, 1 page.
11. *Engineering Education—Engineering College Research and Graduate Study*—American Society for Engineering Education, Washington, DC, 1979, pb 254 pages.
12. *Engineering Education in the United States*—Institute of International Education, New York, 1973, pb 39 pages.
13. *English Language and Orientation Programs in the United States*—Institute of International Education, New York, 1980, pb 144 pages.
14. *Entering Higher Education in the United States—A Guide for Students from Other Countries*—The College Board, New York, 1977, pb 59 pages.
15. *Financial Planning for Study in the United States—A Guide for Students from Other Countries*—The College Board, New York, 1976, pb 43 pages.

*An asterisk (*) indicates publications that are particularly helpful in providing general information about selecting U.S. institutions appropriate for your field of study or research and application and admissions procedures.

*16. *Graduate Programs and Admissions Manual 1977-79*—Council of Graduate Schools, Washington, DC, 1977, 4 volumes: I-198 pages; II-216 pages; III-214 pages; IV-302 pages.

17. *Graduate Study in Management 1978-79*—Educational Testing Service, Princeton, New Jersey, 1978, pb 559 pages.

18. *Guide for Study in the U.S.* (bilingual edition)—U.S. International Communication Agency, Hong Kong, 1980, 130 pages.

19. *Guidelines for Selecting English Language Training Programs*—Center for Applied Linguistics, Arlington, Virginia, 1978, pb 10 pages.

20. *Guide to Graduate Programs in Economics and Agricultural Economics*—The Economics Institute, University of Colorado, Boulder, Colorado, 1977, pb 328 pages.

21. *Introduction to American Colleges and Universities* (Chinese)—U.S. International Communication Agency, Hong Kong, 1979, 104 pages.

22. *Lovejoy's Career and Vocational School Guide, 5th Edition*—Simon and Schuster, New York, 1978, pb 142 pages.

23. *Map of Universities and Colleges*—National Association of College Admissions Counselors, Skokie, Illinois.

24. *The Master's Degree*—Council of Graduate Schools, Washington, DC, 1976, pb 12 pages.

25. *National Liaison Committee on Foreign Students, Overseas Counselors' Manual*—The College Board, New York, 1976, looseleaf binder, 88 pages.

26. *1979-1980 Accredited Institutions of Postsecondary Education*—American Council on Education, Washington, DC, 1979, pb 382 pages.

27. *Peterson's Annual Guides to Graduate Study 1980*—Peterson's Guides, Princeton, New Jersey, 1980, pb 5 volumes: I-570 pages; II-924 pages; III-1585 pages; IV-606 pages; V-614 pages.

28. *Peterson's Annual Guide to Undergraduate Study 1980*—Peterson's Guides, Inc., Princeton, New Jersey, 1980, pb 1960 pages.

29. *A Selected List of Major Fellowship Opportunities and Aids to Advanced Education for Foreign Nationals*—National Research Council, Washington, DC, 1976, pb 23 pages.

30. *Sources of Financial Aid Available to Students and Scholars from the People's Republic of China*—U.S.-China Education Clearinghouse, Washington, DC, 1980, pb 13 pages.

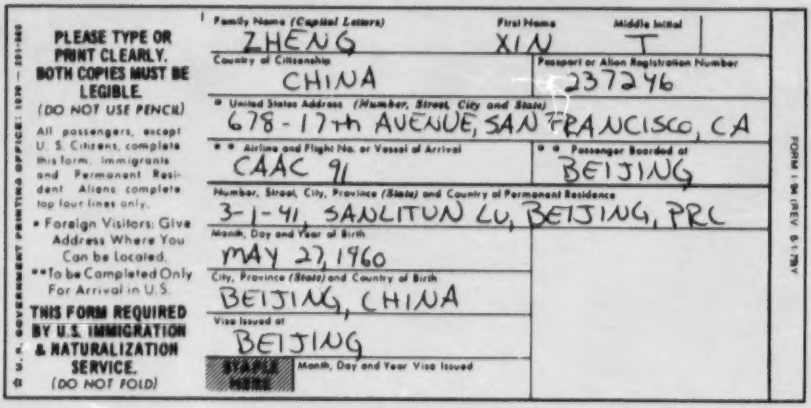
31. *Student Expenses at Postsecondary Institutions 1979-80*—The College Board, New York, 1979, pb 84 pages.

*32. *The United States System of Education* (bilingual edition)—U.S. International Communication Agency, Hong Kong, 1979, 32 pages.

33. *Visiting the U.S.A.* (bilingual edition)—World Today Press, Hong Kong, 1973, 118 pages.

APPENDIX B

SAMPLE I-94 (ARRIVAL/DEPARTURE RECORD)*



PLEASE TYPE OR PRINT CLEARLY. BOTH COPIES MUST BE LEGIBLE. (DO NOT USE PENCIL)

All passengers, except U. S. Citizens, complete this form. Immigrants and Permanent Resident Aliens complete top four lines only.

* Foreign Visitors: Give Address Where You Can be Located.

** To be Completed Only For Arrival in U.S.

THIS FORM REQUIRED BY U.S. IMMIGRATION & NATURALIZATION SERVICE. (DO NOT FOLD)

1. Family Name (Capital Letters): ZHENG
First Name: XIN
Middle Initial: T

Country of Citizenship: CHINA
Passport or Alien Registration Number: 237246

* United States Address (Number, Street, City and State): 678-17th AVENUE, SAN FRANCISCO, CA

* * Airline and Flight No. or Vessel of Arrival: CAAC 91
* * Passenger Boarded at: BEIJING

Number, Street, City, Province (State) and Country of Permanent Residence: 3-1-41, SANLITUN LU, BEIJING, PRC

Month, Day and Year of Birth: MAY 27, 1960

City, Province (State) and Country of Birth: BEIJING, CHINA

Visa Issued at: BEIJING

STAPLE HERE — Month, Day and Year Visa Issued

FORM I-94 (REV. 6-1-78)Y

U.S. GOVERNMENT PRINTING OFFICE: 1978 — 231-360

(not actual size)

*This form is filled in with fictional data as a guide.

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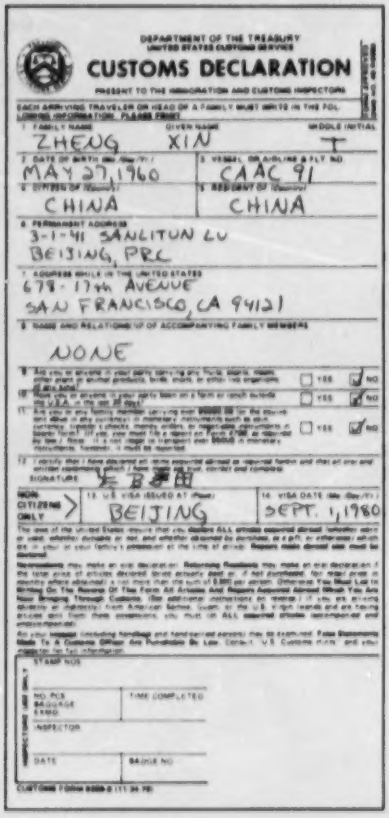
APPENDIX C

SAMPLE U.S. CUSTOMS DECLARATION FORM*



DEPARTMENT OF THE TREASURY
UNITED STATES CUSTOMS SERVICE

CUSTOMS DECLARATION

PRESENT TO THE IMMIGRATION AND CUSTOMS INSPECTORS

1. FAMILY NAME: ZHENG — GIVEN NAME: XIN — MIDDLE INITIAL: T
2. DATE OF BIRTH: MAY 27, 1960
3. VESSEL OR AIRLINE & FLT NO.: CAAC 91
4. CITIZEN OF: CHINA
5. RESIDENT OF: CHINA
6. PERMANENT ADDRESS: 3-1-41 SANLITUN LU, BEIJING, PRC
7. ADDRESS WHILE IN THE UNITED STATES: 678 - 17th AVENUE, SAN FRANCISCO, CA 94121
8. NAME AND RELATIONSHIP OF ACCOMPANYING FAMILY MEMBERS: NONE
9. Are you, or anyone in your party carrying any fruits, plants, meats, other plant or animal products, birds, snails, or other live organisms? ☐ YES ☑ NO
10. Have you, or anyone in your party been on a farm or ranch outside the U.S.A. in the last 30 days? ☐ YES ☑ NO
11. Are you or any family member carrying over $10,000 US (or the equivalent) either in this currency or monetary instruments such as coin, currency, traveler's checks, money orders, or negotiable instruments or bearer forms? (If you, your family or traveling companions are carrying monetary instruments over $10,000 as described by law, you must begin at Immigration over $5000 in monetary instruments, however, it must be reported.) ☐ YES ☑ NO
12. I certify that I have declared all items acquired abroad or imported duty-free and that all are for personal use, gifts, or samples. I have not sold, traded, or left behind any articles that I took abroad. I am not bringing fruits, plants, meats, birds, snakes, or other restricted items. I am not bringing commercial merchandise, including samples accepted in trade or as payment for services. I am aware of the penalties for making a false statement. SIGNATURE: [signature]
NON-CITIZENS ONLY: 13. U.S. VISA ISSUED AT (Place): BEIJING — 14. VISA DATE: SEPT. 1, 1980

The laws of the United States require that you declare ALL articles acquired abroad, whether new or used, whether dutiable or not, and whether obtained by purchase, as a gift, or otherwise, which are in your party's possession at the time of arrival. Failure to make declaration can result in penalties and seizure of articles not declared.

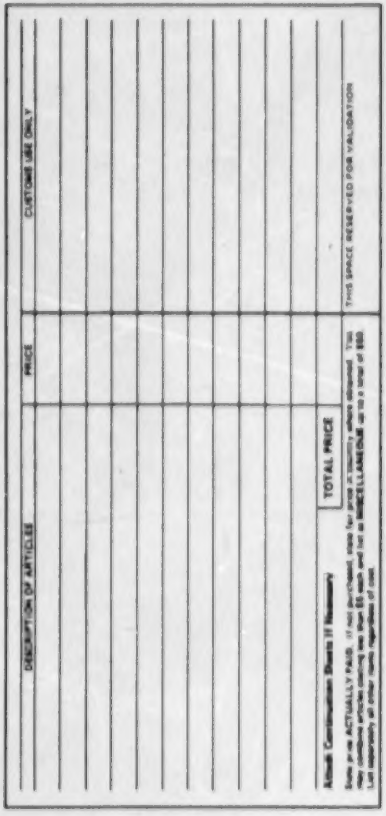
Non-residents may make an oral declaration. Returning residents may make an oral declaration if the total price of articles declared does not exceed $400, if not purchased, for retail sale or quantity others abroad, and more than the duty of $400 per person. (Otherwise You Must List In Writing On The Reverse Of This Form All Articles And Reports Acquired Abroad Which You Are Now Bringing Through Customs. See additional instructions on reverse.) If you are arriving directly or indirectly from American Samoa, Guam, or the U.S. Virgin Islands and are taking articles with from these possessions, you must list ALL acquired articles (accompanied and unaccompanied).

Any false statement (including handbags and hand-carried parcels) may be examined. False Statements Made To A Customs Officer Are Punishable By Law. Contact U.S. Customs mail and other restrictions for full information.

STAMPS

CUSTOMS USE ONLY
NO. PCS. BAGGAGE EXAM
TIME COMPLETED
INSPECTOR
DATE
BADGE NO.

CUSTOMS Form 6059-B (11-84-78)



CUSTOMS USE ONLY
PRICE
DESCRIPTION OF ARTICLES
TOTAL PRICE
Attach Continuation Sheets If Necessary
THIS SPACE RESERVED FOR VALIDATION

FRONT SIDE **REVERSE SIDE**

(not actual size)

*This form is filled in with fictional data as a guide.

APPENDIX D

COMMON VOCABULARY USED ON U.S. CAMPUSES

A.A./A.S.: Associate of Arts/Associate of Science degree awarded by a community or junior college upon completion of a two year liberal arts program.

A.A.S.: Associate of Applied Science degree awarded by a community or junior college upon completion of a two year program, generally in a commercial or technical field of study.

Academic Adviser: Member of the faculty who helps and advises the student on academic matters. He or she may also assist the student during the registration process.

Academic Probation: A status resulting from unsatisfactory academic work; a warning that the student must improve academic performance or be dismissed after a specific period of time.

Academic Year: The period of formal academic instruction, usually extending from September to June. Depending on the institution, it may be divided into terms of varying lengths: semesters, trimesters or quarters.

Accreditation: Approval of colleges, universities and secondary schools by nationally recognized professional associations. Institutional accreditation affects the transferability of credits from one institution to another before a degree program is completed.

Add a Course: To enroll in a course in which the student was not previously registered.

Advanced Placement or Advanced Standing: A waiver of some of the studies normally required for an undergraduate degree, granted to a student on the basis of prior study or experience (often as indicated by the student's performance on special examinations).

Alumnus: A person who has attended or graduated from a school, college or university.

Assignment: Out of class-work required by a professor, due by a specific date.

Assistantship: A study grant of financial aid to a graduate student that is offered in return for certain services in teaching or laboratory supervision (as a teaching assistant) or services in research (as a research assistant).

Audit: Permits a student to take a class without receiving a grade or any credit. Requirements and fees are sometimes the same as those for credit status.

B.A.: Bachelor of Arts degree awarded upon completion of a four year program of study; generally includes study of a foreign language.

B.S.: Bachelor of Science degree awarded upon completion of a four year program of study; generally does not include study of a foreign language.

Blue Books: A small booklet of paper with a blue cover usually used for essay-type examinations.

Bulletin: See College Catalog.

Bursar: See Cashier.

Campus: The land on which the buildings of a college or university are located.

Carrel: A small enclosed desk in a library reserved by individuals doing research.

Cashier: The office or person within the university administration to which all fees are paid.

Class: Referring to the year of study: 1st year—Freshman; 2nd year—Sophomore; 3rd year—Junior; 4th year—Senior; also refers to a group of people who meet with a professor on a scheduled basis.

Class Rank: A number or ratio indicating a student's academic standing in his or her graduating class. A student who ranks first in a class of 100 students would report his or her class rank as 1/100, while a student ranking last would report 100/100. Class rank may also be expressed in percentiles (i.e., the top 25 percent, the lower 50 percent).

College: An institution of higher learning that offers undergraduate programs, usually of four year duration, which lead to the bachelor's degree in the arts or sciences (B.A. or B.S.). The term "college" is also used in a general sense to refer to a postsecondary institution.

College Catalog: An official publication of a college or university giving information about academic programs, facilities (such as laboratories, dormitories, etc.), entrance requirements and student life.

Community or Junior College: An institution of higher learning that offers programs of up to two years' duration leading to the associate degree in the arts or sciences (A.A. or A.S.) or to a technical degree (A.A.S.). Credits earned at a community or junior college are usually transferable to a four year institution with programs leading to a bachelor's degree. Students on a two year program prepare for semi-professional or technical employment. Community and junior colleges usually require a secondary school diploma, or its equivalent, for admission.

Conditional Admission: Admission granted to students who do not meet all admission criteria; students may be placed on probation for a specific period of time until ability to do acceptable work is demonstrated.

Consortium: When there are several colleges and universities within close proximity of each other, they often join together in a consortium. The advantages of attending a college which is a member of a consortium are: that students have the resources of many libraries, instead of just one; that they have the opportunity to take courses at a member institution which would not be available at their own college; and that they can take advantage of many of the combined cultural and educational

opportunities offered when the members of the consortium unite to present panel discussions, special lectures and unusual courses.

Core Curriculum: A group of courses in varied subject areas, designated by a college as one of the requirements for a specified degree. Same as Required Courses.

Course: Regularly scheduled class sessions of one to five (or more) hours per week during a term. A degree program is made up of a specified number of required and elective courses and varies from institution to institution. The courses offered by an institution are usually assigned a name and number for identification purposes. (See Course Number.)

Course Number: The number given to identify a course, e.g., Mathematics 101. Numbers 100–300 usually refer to undergraduate courses and numbers above 400 are graduate courses.

Cram: Intense study for a test at the last possible moment. This is *not* a recommended way to study.

Credits: Units institutions use to record the completion of courses of instruction (with passing or higher grades) that are required for an academic degree. The catalog of a college or university defines the amounts and kinds of credits that are required for its degrees and states the value in terms of degree credit—or "credit hours" or "credit points"—of each course offered.

Cut: Unauthorized absence from a class.

Dean: Director or highest authority within a certain professional school or college of a university.

Dean's List: The list of full-time undergraduate students who have earned grades of honor for a given term.

Degree: Diploma or title conferred by a college, university or professional school upon completion of a prescribed program of studies.

Department: Administrative subdivision of a school, college or university in which instruction in a certain field of study is given (such as an English Department or History Department).

Discussion Group: A group which meets with a professor or assistant to discuss lectures presented by the professor.

Dissertation: Thesis written on an original topic of research, usually presented as one of the final requirements for a doctoral degree.

Dormitories: Housing facilities reserved for students on the campus of a college or university. A typical dormitory would include student rooms, bathrooms, common rooms and possibly a cafeteria.

Drop: See Withdrawal.

Drop and Add: That period during the first two weeks of the semester during which students may change programs of studies by "dropping" and "adding" courses. Consult the department or school for the correct procedure.

Electives: Courses that students may "elect" (choose freely) to take for credit toward their intended degree—as distinguished from courses that they are required to take.

English as a Second Language (ESL): English language training for persons whose first language is not English.

Exchange Visitor Program: A program which brings students, trainees, teachers, professors, research scholars, international visitors or medical trainees to the United States for a variety of educational purposes under the sponsorship of an agency or organization which has been designated as an Exchange Visitor sponsor by the International Communication Agency.

Faculty: The members of the teaching staff, and occasionally the administrative staff, of an educational institution. The faculty is responsible for designing the plans of study offered by the institution.

Fees: An amount charged by schools, in addition to tuition, to cover costs of institutional services such as use of laboratories, computers, etc.

Fellowship: A study grant of financial aid, usually awarded to a graduate student.

Final: The terminal examination in a class or course.

Financial Aid: A general term that includes all types of money, loans and part-time jobs offered to a student.

Flunk: To fail an examination or a course.

Foreign Student Adviser: The person associated with a school, college or university who is in charge of providing information and guidance to foreign students in such areas as U.S. government regulations, student visas, academic regulations, social customs, language, financial or housing problems, travel plans, insurance and certain legal matters.

Fraternity: A social organization of male students which has specific rules, regulations and objectives. Some members of the same fraternity often live together in a "fraternity house." Membership is by invitation and is usually limited to undergraduates.

Freshman: A first year student at a high school, college or university.

Full-time Student: One who is taking a full load of courses at an institution; the number of courses and hours is specified by the institution.

Grade: The evaluation of a student's academic work.

Grade Point Average: A system of recording academic achievement based on an average, calculated by multiplying the numerical grade received in each course by the number of credit hours studied. Students in other countries do not need to provide a grade point average on their admissions application, and should instead refer the institutions to the accompanying detailed records of their education.

Grading System: Schools, colleges and universities in the United States commonly use letter grades to indicate the quality of a student's academic performance: A (ex-

cellent), B (good), C (average), D (below average) and F (failing). Work rated C or above is usually required of an undergraduate student to continue his or her studies; work rated B or higher is usually required of a graduate student to continue. Grades of P (pass), S (satisfactory) and N (no credit) are also used. In percentage scales, 100 percent is the highest mark and 70 percent (or 65 percent) is usually the lowest passing mark.

Graduate: A student who has completed a course of study, either at the high school or college level. A graduate program at a university is a study course for students who hold a bachelor's degree.

Graduate or Grad Student: A student studying for a Master's or Doctor's degree.

Grant: A stipend given to an undergraduate or graduate student.

Grants-in-Aid: A gift of financial aid which does not take into account academic excellence.

Gut Course: A phrase used by students to describe a course in which good marks are give for minimum work.

Higher Education: Postsecondary (tertiary) education at colleges, universities, junior or community colleges, professional schools, technical institutes and teacher-training schools.

High School: The last three or four years of a 12 year public education course in the United States.

Honor Fraternities: Greek letter organizations honoring students who have achieved distinction in academic areas or service.

Honor System: A system which trusts a student not to cheat in any academic matter.

I-20: Certificate of Eligibility which is issued and sent to a foreign student by a school which finds the student academically qualified for admission to pursue a full course of study; necessary document for obtaining a student (F-1) visa.

I-94: Arrival/Departure Record which is attached to a foreign student's passport when he or she enters the United States.

I-538: Application by Nonimmigrant Student for Extension of Stay; application which is filed for an extension of stay, permission for part-time employment or practical training and for permission to transfer from one school to another.

IAP-66: Certificate of Eligibility which is issued and sent to a foreign student by a school, organization, agency or foundation which has been designated by the U.S. International Communication Agency as a sponsor qualified to arrange for specified educational objectives under an exchange visitor status; necessary document for obtaining an exchange visitor (J-1) visa; granted to Fulbright scholars, government employees and, in some cases, to self sponsored students.

ID (Identification) Card: A card which states that an individual is a member of the student body; important on and off campus. This card is usually issued by the college or university during the registration period.

Incomplete: A temporary mark given to a student who is doing passing work but who cannot complete all the course requirements during the term. The student must have a valid reason for not finishing all course work on schedule and must complete the course within a period of time acceptable to the instructor.

Independent Study: A method of receiving credit for study or research independent of the assignments of any specific course. Such study is often part of an honors program in the student's major and is supervised by a specified professor to whom the student is accountable.

INS: U.S. Immigration and Naturalization Service, which is part of the U.S. Department of Justice.

Institute of Technology: An institution of higher education which specializes in the sciences and technology, e.g., the Massachusetts Institute of Technology.

Junior: A third year student at a high school, college or university.

Lecture: Common method of instruction in college and university courses; a professor lectures in classes of 20 to several hundred students. The course may be supplemented with regular small group discussions led by teaching assistants.

Liberal Arts (or Liberal Arts and Sciences or Arts and Sciences): A term referring to academic studies of subjects in the humanities (languages, literature, philosophy, the arts), the social sciences (economics, sociology, anthropology, history, political science) and the sciences (mathematics, physics, chemistry).

Loan: Any advance of financial credit or funds to students enabling them to continue their education, for which repayment either in the form of service or in cash is required after the students leave the institution.

Lower Division: The freshman and sophomore levels (the first and second years) of a baccalaureate program of study.

Maintenance: Referring to the expenses of attending a college or university, including room (living quarters), board (meals), books, clothing, laundry, local transportation and miscellaneous expenses.

Major: The subject or area of studies in which students concentrate. Undergraduates usually choose a major after the first two years of general courses in the arts and sciences.

M.A./M.S.: Master of Arts/Master of Science degree awarded upon completion of a one or two year program of graduate study.

Matriculate: To be formally enrolled in the university.

Mid-term: The examination given in the middle of a semester or quarter.

Minor: The subject or area of studies in which students concentrate their studies to a lesser extent than in their "majors."

Multiple-choice Exam: An examination in which questions are given followed by two or more answers from which the correct answer is selected.

Nonmatriculated: A student at a college or university but not enrolled as a candidate for a degree. Also called a non-degree student.

Nonresident: Students who do not meet the residence requirements of the state or city that has a public college or university. Tuition fees and admissions policies may differ for residents and nonresidents. Foreign students are usually classified as nonresidents, and there is little possibility of changing to resident status at a later date for fee purposes. Most publicly supported institutions will not permit a foreign student to be classified as a resident student while on a student visa.

Notarization: The certification of a document (or a statement or signature) as authentic and true by a public official (known in the United States as a Notary Public). Applicants in other countries should have their documents certified or notarized in accordance with instructions.

Open-book Exam: An examination in which students are permitted to use their textbooks during the test.

Oral Exam: An examination in which the professor asks the student questions which are answered by speaking rather than writing.

Part-time Employment: Work not to exceed 15 hours per week; not permitted unless a student has completed one year of study successfully; on-campus employment requires the written approval of the foreign student adviser; off-campus employment requires the written approval of the U.S. Immigration and Naturalization Service.

Part-time Student: A student who carries less than a full-time course load.

Pass/Fail Grading System: The practice of some colleges of rating students' quality of performance in their courses as either passing or failing instead of giving grades to indicate various levels of passing work.

Ph.D. (Doctorate): The highest academic degree conferred by a university on students who have completed at least three years of graduate study beyond the bachelor's and/or master's degree and who have demonstrated their academic ability in oral and written examinations and through original research presented in the form of a dissertation.

Placement Test: An examination used to test a student's academic ability in a certain field so that he or she may be placed in the appropriate courses in that field. In some cases a student may be given academic credit based on the results of a placement test.

Plan of Study: A detailed description of the course of study for which a candidate applies. The plan should incorporate the objectives given in the student's Statement of Purpose. (See below.)

Point: Used interchangeably with credit and unit; also refers to the grading system: 4 points = A, 3 points = B, 2 points = C, 1 point = D, 0 point = F.

Postdoctorate: Studies designed for those who have completed their doctorate.

Postgraduate: See Graduate.

Practical Training: Up to 12 months' practical training in the field of study permitted after completion of academic program; written recommendation and approval of the university and INS required.

Prelims: The oral examination by a committee of professors which a student working toward a doctoral degree must pass in order to become a candidate for the desired degree; it is a preliminary test of the student's knowledge in the chosen field.

Prerequisites: Programs or courses that a student is required to complete before being permitted to enroll in a more advanced program or course.

President: The rector or highest administrative officer of an academic institution.

Professor Emeritus: An academic title awarded to certain retired faculty.

Professional School: Institutions for study of business, medicine, law, etc.

Quarter: Period of study of approximately 10 to 12 weeks' duration.

Quiz: Short written or oral test, less formal than an examination.

Recommendation, Letter of (also called Personal Recommendation, Personal Endorsement or Personal Reference): A letter appraising an applicant's qualifications, written by a professor or employer who knows the applicant's character and work.

Registrar: The college administrator who maintains student academic records.

Registration: Selection of courses to be taken during a quarter, semester or trimester. Also called matriculation.

Required Courses: Subjects which are chosen for students and which students must complete with a passing grade in order to obtain a degree.

Research Paper: A written report which includes research findings and the development of a student's own ideas.

Residence Hall: See Dormitory.

Responsible Officer: The person authorized to administer a designated Exchange Visitor Program in accordance with regulations prescribed by the International Communication Agency. This individual provides assistance to J-1 visa holders on such matters as extensions of stay, change of J-1 category and change of institutions.

Sabbatical: Leave time with pay granted to a teacher or professor after serving for six or seven years on the same faculty. Its purpose is to give an extended period of time for concentrated study.

Scholarship: A study grant of financial aid, usually given at the undergraduate level, which may be supplied in the form of a cancellation of tuition and/or fees.

Scores: Numerical results rating performance on examinations or tests used in the United States.

Second Hand Bookstore: A store which may be operated by the student government, school organization or school that sells used textbooks at prices 20 to 75 percent lower than those charged for new textbooks.

Semester: Period of study of approximately 15 to 16 weeks' duration, usually half an academic year.

Seminar: A form of small group instruction, combining independent research and class discussions under the guidance of a professor. Seminars are open to undergraduate seniors and graduate students.

Senior: A fourth year student at a high school, college or university.

Sign-up Sheet: An informal way of registering for an activity; usually name, address and phone number are requested.

Social Security Number: A number issued by the U.S. government to jobholders for insurance purposes. Anyone who works regularly must obtain one. Many institutions use the Social Security Number as the student identification number.

Sophomore: A second year student at a high school, college or university.

Sorority: A social organization of female students which has specific rules, regulations and objectives. Some members of the same sorority often live together in a "sorority house." Membership is by invitation and is usually limited to undergraduates.

Special Student: A student at a college or university who is not enrolled as a candidate for a degree.

Statement of Purpose: If requested on an application for admission, it calls for detailed description of career plans and life goals. (See Plan of Study.)

Stipend: The amount of money given per year to a student as a scholarship or fellowship.

Subjects: Courses in an academic discipline offered as part of a curriculum of an institution of higher learning.

Survey Course: A course which covers briefly the principal topics of a broad field of knowledge.

Syllabus: An outline of topics to be covered in an academic course.

Take-home Exam: An examination which may be written at home.

Teachers College: An institution of higher learning that confers degrees, especially in teacher education, or a college within a university which offers professional preparation for teachers.

Term: A division of the school year calendar.

Test: Examination. Any procedure measuring the academic ability of a student.

Theme: A brief composition or essay on a particular subject or topic.

Thesaurus: Similar to a dictionary; gives similar words that can be used; helpful in writing and in avoiding the use of the same words.

Thesis: A written work containing the results of research on a specific topic prepared by a candidate for a bachelor's or master's degree.

Transcript: A certified copy of a student's educational record containing titles of courses, the number of credits and the final grades in each course. An official transcript will also state the date a degree has been conferred.

Transfer: A change in matriculation from one educational institution to another.

Trimester: Period of study consisting of approximately three equal terms of 16 weeks during the calendar year.

True/False Exam: An examination in which questions are answered by marking "True" or "False."

Tuition: The money an institution charges for instruction and training (does not include the cost of books).

Undergraduate Studies: Two or four year programs in a college or university, after high school graduation, leading to the associate or bachelor's degree.

Unit: Used interchangeably with credit.

University: An educational institution that usually maintains one or more four year undergraduate colleges (or schools) with programs leading to a bachelor's degree, graduate schools of arts and sciences awarding master's degrees and doctorates (Ph.D.s) and graduate professional schools.

Upper Division: The junior and senior levels (the third, fourth and/or fifth years) of a baccalaureate program of study.

Vocational Schools: Education which prepares students for semiprofessional or technical employment.

Withdrawal: The administrative procedure of dropping a course or leaving an institution.

Zip Code: A series of numbers in mailing addresses that designate postal delivery districts in the United States.

APPENDIX E

POST-ADMISSION/PRE-ARRIVAL CHECKLIST

____ 1. Notify the U.S. institution which has admitted you that you *are* planning to enroll and the date of the academic term you will begin your study or research (e.g., Fall 1982).

____ 2. If you have been accepted by more than one U.S. institution, send letters of regret to the institutions you do not plan to attend notifying them that you will *not* be enrolling.

____ 3. Apply for your passport either through the Ministry of Education (or other sponsoring agency) or provincial or municipal Public Security Bureau.

____ 4. Apply for your U.S. visa at the U.S. Embassy (Beijing) or nearest U.S. Consulate (Guangzhou or Shanghai).

____ 5. Make travel arrangements to the United States and to the city or town where the U.S. institution you will be attending is located, if that is different from the port of entry into the United States. (Plan to arrive at the U.S. campus one week to ten days before the beginning of academic classes.)

____ 6. Write to the foreign student adviser at the U.S. host institution to notify him or her of the exact date, time and place of your arrival. Ask if it will be possible to have someone meet you at the port of entry and, if different, at the city or town in which the institution is located. If it is not possible, ask for detailed instructions about how to reach the appropriate office on campus or temporary (or permanent) housing site. (If you are being met by friends or relatives, notify the FSA of this so alternate arrangements will not be made.)

____ 7. Request information from the FSA about possible permanent housing arrangements. For most on-campus housing, arrangements need to be made prior to arrival on campus, so request information about availability, costs and regulations. If permanent housing cannot be arranged prior to your arrival, ask about available temporary housing which you can occupy until permanent housing is located.

____ 8. Read materials about life in the United States which are available in the collections listed in Appendix A, from the U.S. Embassy or Consulates or that you have received from the U.S. host institution.

____ 9. Obtain a small amount ($35-50) of U.S. dollars to have with you during your trip to the United States.

____ 10. Select the clothes, medications, books and gifts you will take with you.

Other U.S.-China Education Clearinghouse Publications

An Introduction to Education in the People's Republic of China and U.S.-China Educational Exchanges, January 1980. (out of print)

Survey Summary: Students and Scholars from the People's Republic of China Currently in the United States, April 1980. (free of charge)

Sources of Financial Aid Available to Students and Scholars from the People's Republic of China, August 1980. (free of charge)

China Bound: A Handbook for American Students, Researchers and Teachers by Karen Turner Gottschang, May 1981.*

Assisting Students and Scholars from the People's Republic of China: A Handbook for Community Groups by Katherine C. Donovan, July 1981.

Survey Summary: Students and Scholars from the People's Republic of China in the United States, August 1981 by Thomas Fingar and Linda A. Reed, September 1981.

Higher Education and Research in the People's Republic of China: Institutional Profiles by Thomas Fingar, December 1981.

American Study Programs in China: An Interim Report Card by Peggy Blumenthal, December 1981.

An Introduction to Education in the People's Republic of China and U.S.-China Educational Exchanges, Revised Edition, by Thomas Fingar and Linda A. Reed, January 1982.

These publications are available from the U.S.-China Education Clearinghouse, 1860 19th Street, N.W., Washington, DC 20009. Checks to cover postage and handling charges should be made payable to NAFSA for the appropriate amount. Prices per title are: single copy—$1; 5 copies—$2; 10 copies—$3.50; each additional copy—$.25.

*The original supply of *China Bound* has been exhausted; it has been reprinted at non-governmental expense and is available for $5 per copy.